

# **STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES**

## **POLICY AND PROCEDURES MANUAL**



## **DEALER ON-LINE REGISTRATION SYSTEM**

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## **Chapter 1 INTRODUCTION**

The Dealer On-Line Procedure Manual has been designed to aid your dealership when performing the duties of an On-Line Dealer. This manual will serve as a reference for your dealership. We have tried to make this manual as clear and concise as possible.

## **MISSION STATEMENT**

To deliver high quality, innovative services to our customers and to promote highway safety for the public.

## **VISION STATEMENT**

A continuously improving DMV, without walls, without lines and within budget.

## **BEFORE YOU BEGIN**

The On-Line Dealer program was developed by and is maintained by the Connecticut Automotive Retailers Association (CARA) by agreement with the State of Connecticut Department of Motor Vehicles.

## **TO BECOME AN ON-LINE DEALER AGENT**

Before a dealer can become an On-Line Dealer Agent the following must be completed and/or on file with the DMV:

1. Letter of Intent (Vendor Form)
2. Registration Issuance Bond (A current \$5,000 dealer issuance bond must be on file with the Department)
3. Letter of Authorization (K-61)
4. On-Line Requirement Agreement (The requirement agreement must be signed by the dealership principal)
5. Terminal and clock issuance request
6. Dealer License and Insurance (must be valid)
7. Complaints (all consumer complaints must be addressed within ten (10) days of going on-line)
8. Training (Dealership personnel utilizing the On-Line System must be trained by the DMV and Vendor)
9. Inventory Ordering Form

**NOTE:** In addition, a funds account with CARA must also be established.

If your dealership is not currently participation in the manual 60-Day Temporary Registration Program a representative from your dealership will be required to attend an additional training class.

## **INVENTORY AND SUPPLIES**

All On-Line dealers will be given an inventory of plates and registration expiration stickers for issuance.

Approximately two weeks before going on-line your dealership will be given an Inventory Ordering form, which must be completed. This order should be (approximately) a one month supply of registration materials required for your dealership to process transactions.



# DEALER AS AN ON LINE REGISTRATION SYSTEM (OLRS) AGENT

## TRANSACTIONS

The Dealer OLRS has been designed to support the following transactions:

1. **New Issues:** Customer is requesting a new registration and will be issued a marker plate
2. **Vehicle Transfers:** Customer has a current registration and is requesting to transfer to a new vehicle. All owner information is staying the same.
3. **Vehicle Transfers with Renewal:** Customer has a current registration and is requesting to transfer a new vehicle and renew at same time.
4. **Amends:** Dealerships will have the ability to amend a permanent registration processed on-line.
5. **VOIDS:** Dealerships will have the ability to void a permanent registration processed on-line.
6. **Inquiries on titles:** Will provide your dealership with title information on previously titled Connecticut vehicles.

**The following registration functions may also be performed while processing a transfer:**

- a. Conjunction change (no fee)
- b. Swapping primary owner with secondary owner (no fee)
- c. Swapping primary owner with secondary owner and dropping the primary owner (\$20.00)
- d. Dropping the secondary owner (\$20.00)
- e. Swapping primary owner with secondary owner, dropping primary owner and adding new secondary owner
- f. Combination (up to 10,000 GVWR)/Commercial (up to 26,000 lbs. GVWR) transfer with increase in weight (fee charged is dependant on increase in GVWR)
- g. Sub code changes on Combination registrations:
  1. passenger body style to commercial body style (ex. 4 door sedan to pick up)
  2. commercial body style to passenger body style
- h. Correction of primary name, change of name by marriage/divorce (documentation required), standardization of lease company name. (no fee)
- i. Swapping primary owner with secondary owner and adding a new secondary owner (\$20.00)

**IMPORTANT:** A complete change of ownership may not be processed through the OLRS system (i.e., lease company to individual, father to son, etc.)

**The following registration class codes may be processed on-line for new issues and vehicle transfers:**

- a. Passenger registration (01)
- b. Combination registration up to 10,000 lbs. GVWR (03) – Sub Code 1 & 2 only (excludes 9 passenger or more vehicles)
- c. Commercial registration up to 26,000 lbs. GVWR (02) – Sub Code 1 only  
(All Class Codes are also available in Long Island Sound Plates)

**OWNERSHIP DOCUMENTS:** (i.e., Certificate of Origin and titles) All vehicles registered on-line must have one of the following ownership documents:

- a. **Certificate of Origin:** Any Certificate of Origin which are stamped "USED" may **NOT** be registered on-line
- b. **Title (Connecticut or out of state):** Any salvaged, flood, rebuilt, reconstructed, or otherwise branded title vehicles as well as a kit car or out of country vehicle MAY NOT be processed On-Line. A release of lien must be on the title document or on letterhead attached to the title certificate.
- c. **Application for Duplicate Title (H6B):** Must be used in conjunction with a title inquiry report printed from the On-Line System.
- d. **Assignment and Authorization for Payoff by Licensed Dealer (H-12):** See section on H-12 on page 4-50. This form must accompany a, b, or c above, if there is a recorded lien holder.

**REMEMBER:** Any Certificate of Origin or Title processed On-Line must be CLEAN (No salvaged, flood, etc.) Any vehicle which has a certificate of origin, branded by a manufacturer stating "used", "vehicle-damaged in transit", or "not to be sold as new", etc. may not be registered on-line.

## **OUT OF STATE**

**IMPORTANT-PLEASE NOTE:** A VIN Verification for all out of state vehicles must be performed prior to sale of a vehicle and issuance of on-line registration.

## TRANSACTIONS WHICH CANNOT BE PROCESSED ON-LINE

- The registrant desires a class of registration other than passenger, commercial (to 26,000 lbs. GVWR) or combination (to 10,000 lbs. GVWR).
- Class Transfer: From one class to another (i.e., passenger to combination), must be processed at a Department of Motor Vehicle Branch with credit for existing plate equity.
- Passenger registrations in which the registrant is requesting a one year registration.
- Passenger plates on trucks (sub code 3)
- Seasonal commercial registrations (less than one (1) year)
- Doing Business As (DBA's, Estates of ....., Living Trusts, etc.)
- Any TITLE ONLY transaction
- Manufacturers Buybacks
- Combination Registrations for vehicles being registered to a non-profit organization (i.e. church, school, daycare, etc.)
- Vehicles which will display a "carrying school children" sign
- Record Transfers in which a complete change of ownership occurs (i.e., one family member to another, one lease co. to another, individual to a lease co., lease co. to an individual) **NOTE:** This transaction must be processed manually with a Temporary Registration Certificate (K-160a).
- Types of registrations which cannot be done On-Line
  - A. Municipal: any NO FEE registrations
  - B. Legislative; any SUPPLEMENTAL registrations
  - C. MD, Veteran, Farm and other specialized plates that require different fees or are specialized applications.
  - D. Any type of replacement plate

For information please contact: On-Line Unit at (860) 263-5181

## **Chapter 2 INVENTORY**

Dealerships will be required to order, maintain and assign all inventories (marker plates and registration expiration stickers) electronically through the On-Line System. All inventory shall be sequentially assigned to each transaction processed through the On-Line System.

The following procedures will outline how inventory will be handled (i.e., security, ordering, confirming and reporting problems).

## SECURITY OF INVENTORY

All DMV registration materials (i.e., marker plates and registration expiration stickers) must be kept in a locked secured safe. The Department will not recognize a locked file cabinet/safety deposit box as secured area.

**IMPORTANT:** When inventory is received by your dealership prior to electronic confirmation the inventory must be **physically** checked against the invoice enclosed. If the inventory does not balance, do not confirm the inventory, you **must** contact the DMV Marker Room immediately at (860) 263-5433.

**NOTE:** When inventory is received by your dealership from the carrier and the package looks as though it was tampered with, DO NOT accept delivery of the package.

## TERMINAL/ALLOWABLE INVENTORY SET-UPS

- **Basic Set-up (for single dealership)**  
1 terminal – 1 license – 1 clock – 1 set of inventory
- **Basic Set-up (for a dealer group)**  
1 terminal  
Multiple licenses  
1 set of inventory (Centralized Inventory)  
Multiple clocks (All owned dealerships may be accessed by 1 terminal at a specific location. Each dealership will have its unique clock number on the terminal and draw down from a common plate and registration expiration sticker inventory.)
- **Multiple Inventory Set-up**  
Multiple inventory (correlates to license #)  
1 terminal  
Multiple licenses  
Multiple clocks (all owned dealerships may be accessed by 1 terminal at a certain location. Each dealership will have its unique clock number on the terminal and draw down from a separate set of inventory. This inventory will be assigned to each dealer license clock.

**NOTE:** Under no circumstances should this inventory be swapped between dealerships when processing post sale transactions.

- **Multiple Terminal Set-up**

- 2 terminals

- 1 license

- 2 separate clock numbers

- 2 sets of inventory

- This set-up is usually utilized by dealers who are high-volume. It allows the dealership to have two terminals to process registrations for the same license.

**IMPORTANT:** The DMV does not allow the ON-LINE system to process a transaction on multiple terminals. Once a transaction is started on a terminal it must be completed on the same terminal.

## ORDERING INVENTORY

Dealerships will be responsible for ordering the following inventory electronically through the On-Line System:

- **Marker Plates:** Marker plates may be ordered at anytime in increments of five (5).
- **Registration Expiration Stickers:** Your dealership will have the ability to order (approximately) a three (3) month supply of registration expiration stickers. For example: The current month plus two (2) months ahead for passenger and combination registrations. Commercial registration expiration stickers may be ordered in March of every year in order to re-stock.
- **60-Day Temporary Stickers:** Dealers will have access to order temporary stickers at all times. (Used for delinquent tax and post sale transactions only)

**NOTE:** Orders that are not placed electronically through the On-Line System will not be filled.

The DMV will be responsible for checking inventory orders at 9:00AM and 1:00PM daily (Monday thru Friday). Your dealership may request that the inventory is either shipped or picked-up. If your dealership requests to pick-up the inventory, the individuals' name responsible for picking up the inventory must be entered in the On-Line System.

In addition, the person who is picking up the inventory must:

1. Have a copy of the Inventory Request
2. Provide a CT operator license for identification
3. Sign acceptance of inventory form
4. Be able to check the inventory prior to acceptance (physical count of items)

Inventory must be picked up at:

**Department of Motor Vehicles  
Marker Room-Room 158  
60 State Street  
Wethersfield, CT 06109  
Phone: (860) 263-5433**

**Hours of pick-up:** Monday-Friday 8:00am-3:30pm

**IMPORTANT:** Please allow three (3) business days for orders to be processed before picking up an inventory order and five (5) business days for all orders being shipped.

The DMV will **NOT** process orders on the same day.

## CONFIRMATION OF INVENTORY

You must physically check and electronically confirm the inventory before your dealership can attempt to process transactions using the new inventory. Each inventory order will be accompanied by an invoice, which will reflect exactly what inventory has been shipped to/picked by your dealership.

When confirming inventory you must confirm that the marker plates and registration expiration stickers are in sequential order. Under no circumstance should there be a missing marker plate or registration expiration sticker. When inventory is shipped by the DMV it will be checked to ensure all inventory is in sequential order.

### **The following procedures should be followed when initially confirming inventory:**

1. Locate shipping invoice
2. Confirm that the invoice issued contains the inventory that belongs to your dealership
3. Physically check the inventory (marker plates and registration expiration stickers) by matching it against the invoice (must be in sequential order)  
**NOTE:** inventory should be physically confirmed within 24-hours or receipt.
4. If all inventory is present proceed to "confirm inventory electronically through the On-Line System". **If there is inventory missing DO NOT confirm the inventory electronically, immediately contact the DMV marker room at (860) 263-5433**

### **The following procedures must be followed when final confirmation of inventory is done electronically through the On-Line System:**

1. Sign onto the On-Line System
2. Match the order number on invoice to the order number on the system
3. Confirm that all inventory listed on invoice and physically present matches what is listed in the system
4. If OK confirm the inventory electronically, **REMEMBER!! DO NOT confirm the inventory if there is a discrepancy.** Contact the DMV Marker Room at (860)263-5433 IMMEDIATELY if there is a discrepancy.

When inventory is confirmed electronically on-line it will enable the new inventory to be accessed by the system.

**IMPORTANT:** Under no circumstance should inventory ever be accepted unless it is present. If there is missing inventory **DO NOT confirm the inventory electronically**, contact the DMV-Marker Room at (860)263-5433 for assistance.

**NOTE:** Inventory which is electronically confirmed now becomes the responsibility of the dealership. Inventory found missing after electronically confirming **will** result in an administrative action involving a fine by the DMV.



## REPORTING PROBLEMS WITH INVENTORY

Although inventory is confirmed prior to shipping by DMV there may be an instance when inventory is damaged or may be missing from a series. If your dealership receives an inventory shipment in which there is missing or damaged inventory the following procedures are to be used:

### **INVENTORY HAS NOT BEEN ELECTRONICALLY CONFIRMED (checked physically only):**

1. Immediately contact the DMV Marker Room at (860)263-5433 for instructions. DO NOT contact your vendor personnel for instructions.
2. Marker Room personnel will be responsible for reporting the missing inventory to the appropriate DMV personnel for removal.

**NOTE:** Failure to follow procedure will result in an administrative action by the DMV.

**IMPORTANT:** Do not confirm inventory electronically if there is a discrepancy.

### **INVENTORY HAS BEEN ELECTRONICALLY CONFIRMED (checked physically and confirmed electronically):**

There may be problems with inventory that has been electronically confirmed by your dealership. The different types of problems, which may occur, are as follows:

#### **1. MISSING INVENTORY**

Marker plates and registration expiration stickers must be reported missing **immediately** upon receipt. This must be done at the time your physical check of received inventories is performed prior to electronic acceptance. When inventory is discovered missing **after** inventory has been electronically confirmed an audit will be performed by the DMV.

Missing inventory must be handled as follows:

- a. Report the missing inventory electronically through the On-Line System. **NOTE:** This step is important and must be done, in order to remove the missing inventory from your confirmed inventory. This procedure will prevent the missing inventory from being assigned to a transaction.
- b. Complete an On-Line inventory discrepancy form (see page 9-78) listing the missing information (i.e., marker plate number and registration expiration sticker control number). And forward it to:

**Department of Motor Vehicles  
60 State Street/Room 305  
Wethersfield, CT 06109  
Attention: Dealer Processing Unit/Problem Inventory  
Fax: (860)263-5527**

**NOTE:** Completing this procedure does not release your dealership for an audit by the DMV.

## 2. DAMAGED INVENTORY

Inventory may be damaged as in the following examples:

**Marker Plates:** Incomplete sets, improper letter stamping, incomplete stamp (i.e., upside down or off-center)

**Registration Expiration Sticker:** misprint or if sticker is placed on vehicle in error and damaged during removal

Damaged inventory must be handled as follows:

- a. Report the inventory damaged electronically through the On-Line System.  
**NOTE:** This step is important and must be done, in order to remove the damaged inventory from your confirmed inventory. This procedure will prevent the damaged inventory from being assigned to a transaction.
- b. Print a **Returned Inventory Receipt** which will list the inventory information (i.e., marker plate number or registration expiration sticker control number)  
**NOTE:** A copy of the Returned Inventory Receipt should be kept for your records. A copy may be requested during a future audit.
- c. Immediately return the damaged inventory and **Returned Inventory Receipt** to the DMV. All damaged inventory must be returned to:

**Department of Motor Vehicles  
60 State Street/Room 305  
Wethersfield, CT 06109  
Attention: Dealer Processing Unit/Problem Inventory**

**NOTE:** Do not return damaged inventory with your obsolete inventory, it must be returned in a separate envelope to the above address. Failure to do so may result in a delay of its removal.

**DAMAGED STICKERS:** If a registration expiration sticker is affixed to a marker plate in error, prior to trying to remove the sticker take a copy of the marker plate with the sticker affixed to it. If the sticker is completely damaged during the removal process this will be accepted as proof the insert was damaged.

### 3. SKIPPED/PREVIOUSLY ISSUED (only applies to marker plate inventory)

Skipped/Previously issued inventory must be handled as follows:

**If the marker IS NOT already assigned to a post sale transaction:**

- a. Print the message displayed by the On-Line System (Press "Print Screen")
- b. Report the marker plate skipped/previously issued electronically through the On-Line System
- c. Complete an On-Line inventory discrepancy form (i.e., marker plate number)
- d. The marker plate, inventory discrepancy form and print out of displayed screen must be returned within seventy-two (72) hours to:

**Department of Motor Vehicles  
60 State Street/Room 305  
Wethersfield, CT 06109  
Attention: Dealer Processing Unit/Problem Inventory**

**If the marker plate was assigned to a post sale transaction the transaction must be completed manually by completing the following steps:**

**IMPORTANT: Do not recall the marker plate from the customer**

- Complete the DMV Section of the Manual H-13 (the marker plate number issued must be recorded on the H-13. This is important in order to ensure a different marker plate will not be assigned to the customer)
- Prepare a check for the correct dollar amount
- Complete an ON-LINE Dealer Transmittal Sheet to DMV (K-201) and record in the marker plate box the marker plate number assigned and the wording "POST SALE" on the bottom right corner of the ON-LINE Dealer Transmittal Sheet to DMV (K-201), and a manual H-13.
- Submit the following documents to the DMV: Manual H-13, printout of display message, check, (the \$10.00 temporary registration certificate fee must be included), On-Line inventory discrepancy form, transmittal sheet (G-138) and all other supporting documents (i.e., title/CO, odometer statement, etc.)

**NOTE:** This transaction MUST be sent in with that days' On-Line transactions **do not** send it separately to the manual unit. Under no circumstance should a marker plate be removed from a vehicle that has left your dealership.

#### 4. ISSUED MANUALLY

Dealerships will have the ability to process transactions by **POST SALE**. At times, when processing a post sale transaction, the system may not allow the transaction to be completed electronically (i.e., suspensions). In these cases since the marker plate inventory is already assigned to the registrant it must be reported as "issued manually" through the On-Line System.

Manually Issued Inventory must be handled as follows:

- a. Report all inventory (marker plate or registration expiration sticker) "issued manually" electronically through the On-Line System. NOTE: This is important in order to remove the inventory from your system
- b. Complete an On-Line inventory discrepancy form
- c. Complete the ENTIRE H-13 (signatures and DMV Section-**NOTE: The marker plate number on the H-13 must be recorded**)
- d. Complete the Temporary On-Line Form (K-326)
- e. Issue a check for the dollar amount of the transaction
- f. Complete an ON-LINE Dealer Transmittal Sheet to DMV (K-201) and record the marker number assigned in the proper box and the wording "POST SALE" on the lower right hand corner of the ON-LINE Dealer Transmittal Sheet to DMV (K-201) and lower right corner of the H-13
- g. Submit the following documents to the DMV: Manual H-13, check for the total amount of the transaction, Temporary Registration Certificate fee must be included, On-Line inventory discrepancy form, ON-LINE Dealer Transmittal Sheet to DMV, (K-201), Temporary On-Line Form (K-326) and all other supporting documents (i.e, CO/title, odometer statement, etc.)

**IMPORTANT:** The On-Line Inventory Discrepancy form and a copy of the manual H-13 must be placed in a separate envelope and marked "Inventory Discrepancy".

**NOTE:** Under no circumstance should inventory be removed from your on-line supplies and issued manually, unless your dealership is processing a post sale transaction. The transaction must be processed on-line the **NEXT** business day if inventory is issued manually using the post sale option. If an error message occurs when processing the transaction on-line the above procedures must be followed. Failure to follow the above procedures is a violation of on-line policies and procedures.

#### RETURNED INVENTORY RECEIPTS

A copy of all returned inventory receipts must be maintained by your dealership for a period of two years.

## RECONCILIATION OF INVENTORY

Dealerships will be responsible for reconciling their inventory electronically on a monthly basis through the On-Line System. Once a month a message will be displayed requesting the user to enter all unused inventory remaining in their inventory.

**IMPORTANT:** Those dealerships that have chosen to issue registrations through the Post Sale option must enter their post sale transactions before reconciling inventory.

When reconciling inventory the following procedure must be followed:

1. Physically confirm all inventory (marker plates and registration expiration stickers).  
**NOTE:** You must confirm all inventory in sequential order.
2. Electronically enter all inventory remaining in inventory into the On-Line Registration System. The following information will be needed for each type of inventory:
  - **Marker Plates:** type of plate, number of plates and numerical series (beginning number/ending number)
  - **Registration Expiration Stickers:** number of stickers, month, year and control number/CT number (beginning number/ending number)

**Balanced Inventory:** If the inventory balances against DMV files the system will display a message confirming this and your dealership company may begin to process transactions.

**Not balanced:** If the inventory does not balance against DMV files the system will instruct the user to recount and re-enter the inventory. If it is still not balancing a message will be sent to the Dealers & Repairers Registration Enforcement Unit informing them an audit must be performed. The On-Line system will not be accessible until this audit is performed.

## RETURNING UNUSED INVENTORY

Dealerships will be required to return all obsolete/unused inventory (i.e., marker plates, registration expiration stickers, with Returned Inventory Report). Obsolete/unused inventory will be returned to:

**Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06109  
Attention: Marker Room**

The schedule to return obsolete inventory is as follows:

### MARKER PLATES

It will not be necessary to return marker plates unless your dealership is requested to return them by the DMV.

### REGISTRATION EXPIRATION STICKERS

Your dealership will be required to keep the current month and a two (2) months ahead supply of registration expiration stickers for passenger and combination and (approximately) a six month supply of April stickers for commercial registrations (i.e., in the month of June your dealership should have June, July, and August stickers that expire two (2) years from the current date in the future for passenger and combination registration) **NOTE:** Commercial registrations are a one (1) year registration.

Your dealership will be required to submit a Returned Inventory Receipt when returning registration expiration stickers indicating the stickers being returned to the DMV. Returned inventory will not be accepted by the DMV unless it is accompanied by a Returned Inventory Receipt.

**IMPORTANT:** All inventory listed on the returned inventory receipt must be returned with the receipt. Failure to return all inventory will result in an audit.

**NOTE:** Before returning inventory to the DMV it must be removed electronically from the On-Line System. Failure to remove the inventory electronically may cause the system to assign improper inventory to a transaction.

**The return schedule for passenger and combination registration expiration stickers is as follows:**

<b>Stickers dated:</b>	<b>Must be returned by:</b>
January 2007	February 1-15, 2005
February 2007	March 1-15, 2005
March 2007	April 1-15, 2005
April 2007	May 1-15, 2005
May 2007	June 1-15, 2005
June 2007	July 1-15, 2005
July 2007	August 1-15, 2005
August 2007	September 1-15, 2005
September 2007	October 1-15, 2005
October 2007	November 1-15, 2005
November 2007	December 1-15, 2005
December 2007	January 1-15, 2006

**The return schedule for commercial registration expiration stickers is as follows:**

<b>Stickers dated:</b>	<b>Must be returned by:</b>
April 2005	April 1-15, 2005
April 2006	April 1-15, 2006

All obsolete registration expiration stickers must be returned to:

**Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06109  
Attention: Marker Room**

**NOTE:** Registration expiration stickers will be assigned in sequential order by the system. When returning obsolete registration expiration stickers they must be returned in sequential order. Failure to issue and return registration expiration stickers in sequential order will result in an audit of your dealership.

## **Chapter 3 REGISTERING ON-LINE**



## Registering a Vehicle On-Line

When a vehicle is registered on the On-Line System it is permanently registered and entered in to the DMV records. Because of this the Department of Motor Vehicles has allowed On-Line Dealers three options when utilizing the On-Line Registration System. The following pages will review the three options.

**IMPORTANT:** Depending on which option your dealership chooses, there are two important fields in this area: date of issue and date of transaction. Your dealership will be responsible for completing this information on all on-line transactions.

**Date of issue:** The date on which the actual registration was issued to the vehicle (vehicle plated). Fees and expiration dates are based on date of issuance. Primarily used in the post sale processing.

**Date of transaction:** The date the actual registration was processed on-line.

**NOTE:** ALL post sale transactions must reflect different dates (i.e., date of issue vs. date of transaction).

## OPTION 1/IMMEDIATE PROCESSING

**Definition:** Immediate Processing is having the ability to issue a permanent registration (New and Transfers), immediately at your dealership, while the customer is present. It is best utilized when processing a spot delivery.

**The procedure for immediate processing is as follows:**

1. After ensuring that all necessary documents for transfer of ownership are present, enter owner and vehicle information into the on-line registration system.
2. Print a Registration and Titling Information Report/Registration Information Report.

**NOTE:** The On-Line System offers the option to print a "Registration and Titling Information Report". This report will display all the information that will be displayed on the permanent registration. The registration is not permanent until the "Process" key or "Transmit" key (depending on your vendor) is selected. The Department strongly suggests that this report is printed and reviewed with the customer before the permanent registration is issued.

3. Review the Registration and Titling Information Report/Registration Information Report with the customer.
4. If there are any changes after the review of the Registration and Titling Information Report/Registration Information Report, make the changes before permanently processing the registration on-line.
5. Process the permanent registration. The OLRS system will **sequentially** issue permanent registration materials (i.e., marker plates and registration expiration stickers) from your dealership inventory. Have the customer sign the OLRS registration certificate.
6. The customer should be given the following paperwork:
  - a. The customer portion (left side) of the OLRS registration certificate
  - b. Permanent registration expiration sticker (New Issue & Transfer w/ Renewals **only** pending there is not a delinquent tax problem)
  - c. Permanent hard marker plate which was assigned by the system (NEW ISSUES ONLY)
7. The On-Line Processing Unit should be sent the following documents:
  - a. The DMV portion (right bar coded portion) of the OLRS registration certificate
  - b. All supporting documents (i.e., title, CO, insurance documents, odometer statements, etc.)

## OPTION 2/PRE-PROCESSING (OPTION A AND B):

**Definition:** Pre-processing allows your dealership to process a permanent registration (New and Transfer). By utilizing the pre-processing option, your dealership may place each "deal" in a "HOLD/SAVE" file or the Title and Registration List (depending on your vendor) until the customer arrives to take delivery of the vehicle.

**The procedure for pre-processing under Option A is as follows:**

1. After ensuring that all the necessary documents for transfer of ownership are present, enter owner and vehicle information into the on-line registration system.
2. Print a "Registration and Titling Information Report/Registration Information Report" and place a copy into the deal jacket. This report will be reviewed with the customer at the time of delivery.
3. Place the registration into the "HOLD" file. The registration transaction will remain there until the customer arrives to take delivery of the vehicle.
4. When customer arrives to take delivery of the vehicle review the "Registration and Titling Information Report/Registration Information Report" with the customer.
5. **No Changes Needed:** You may now process the permanent registration on-line.  
**Changes Needed:** Before processing a permanent registration, make the necessary changes on the on-line registration system.

Print another "Registration and Titling Information Report" review the corrected "Registration and Titling Information Report" with the customer again. Have the customer sign the "Registration and Titling Information Report".

6. Print the permanent registration certificate. Have the customer sign the OLRS registration certificate.
7. The following documents should be given to the customer:
  - a. The customer portion (left side) of the OLRS registration certificate
  - b. Permanent Registration Expiration Sticker (New Issue & Transfer w/ Renewals only pending there is not a delinquent tax problem)
  - c. The permanent hard marker plate was assigned by the system (New Issue only)
8. The following documents should be sent to the On-Line Processing Unit:
  - a. The DMV portion (right bar coded side) of the OLRS registration certificate
  - b. All other supporting documents (ie., title, insurance documents, odometer statements, etc.)

**The procedure for pre-processing under Option B is as follows:** (Permanent registration is processed before customer arrives. **WARNING:** This may cause your dealership to process voids and amends, which are not necessary).

1. After ensuring that all the necessary documents for transfer of ownership are present, enter owner and vehicle information into the on-line registration system.
2. Process the permanent registration, if the delivery is expected to take place that day.
3. When customer arrives review the permanent OLRS registration certificate with the customer.
4. **No Changes Needed:** Have the customer sign the permanent registration certificate  
**Changes Needed:** Process an amend (See section on amends). Have the customer sign the amended OLRS registration certificate.
5. The following documents should be given to the customer:
  - a. The customer (left side) portion of the OLRS registration certificate
  - b. The permanent hard marker plate assigned by the system (New Issue only)
  - c. Permanent Registration Expiration Sticker (New Issue & Transfer w/ Renewals only, pending there is not a delinquent tax problem)
6. The following documents should be sent to the On-Line Processing Unit:
  - a. The DMV portion (right bar-coded side) of the OLRS registration certificate
  - b. The original incorrect on-line registration (both sides)
  - c. All other supporting documents (i.e., title, insurance documents, odometer statements, etc.)

**IMPORTANT:** If your dealership chooses to use pre-processing under Option B, remember your dealership is processing a permanent registration. If your customer does not take delivery of the vehicle the day the registration is issued you **MUST VOID** the registration within the VOID time frame.

**\*\*\*\*\*See VOID/AMEND SCHEDULE\*\*\*\*\***

### OPTION 3: POST SALE PROCESSING

**Definition:** The ability to issue a permanent registration and permanent marker plate using a completed and signed Application for Registration (H-13) and Temporary On-Line Form (K-326). Registrations are then entered into the system the following day using the prior days' date as the issuance date. It is suggested that this option be utilized when the office staff is not available to process on the On-Line Registration System.

**IMPORTANT:** Please remember the date of issue and date of transaction will be different. The procedure for post sale processing is as follows:

1. Office Personnel will sign out a number of permanent marker plates and 60 day temporary stickers on the quick issue log. This is at the end of the day when the dealership has exited the On-Line System.

**IMPORTANT:** The marker plates, which are signed out must be logged out on the Quick Issue Log and issued in sequence. The Dealer On-Line System will assign the marker plates, in sequence, when accessing the system the following day.

**The sales staff will be responsible at the time of delivery of the following:**

1. Recording the marker plate number and registration expiration sticker assigned on the Quick Issue Log, the name of the customer and the time of delivery.
2. Complete the Application for Registration (H-13) in its entirety with the customer. The customer must sign the completed Application for Registration (H-13), which will be utilized by the DMV for a signature file. **The permanent marker plate must be recorded on the Application for Registration (H-13).** The Application for Registration (H-13) must be submitted with the on-line registration, which will be completed by the next day.
3. Complete the Temporary On-Line Form (K-326) utilizing a 60 day expiration date.
4. The customer will be issued the following:
  - a. Customer copy of the Temporary On-Line Form (K-326)
  - b. Permanent marker plate (NEW ISSUE ONLY)
  - c. 60 Day Temporary Sticker (New Issue and Transfer with renewal only)

**The following day the office staff will be responsible for:**

1. Entering the transactions, which were issued the previous day into the on-line system immediately. The registrations must be entered in the same order that the plates were issued. (Remember the system assigns plates in sequence).
2. Process the permanent registration certificate on-line, making sure that the date of issue (day that the plate was logged out and vehicle was plated) is entered on the system properly. This is different than the date of transaction (date paperwork is processed on-line). All fees, the registration expiration date and void/amend time schedule are based on the date of issue. Date of Issue on the On-Line Form (K-326) and Application for Registration (H-13) must agree with the date of issue on the On-Line Registration.
3. After the registration is processed on-line the customer (left-side) portion and the proper registration expiration sticker must be mailed/delivered to the customer by your dealership. **NOTE:** If registrant is reported as having delinquent tax/suspension/insurance compliance, please refer to Delinquent Tax and Suspension Procedure on page 3-35.

**IMPORTANT:** Registration expiration stickers are issued in sequence by the system. It is imperative that the sticker assigned to the transaction is the sticker mailed/delivered to your customer.

4. The following documents must be sent to the On-Line Processing Unit:
  - a. DMV (right side) portion OLRS registration certificate (right bar coded portion)
  - b. Completed Application for Registration (H-13) with marker plate listed
  - c. DMV Portion of the Temporary On-Line Form (K-263)
  - d. All other supporting documents (title, insurance documents, odometer statements, proof of identification, etc.)
5. The Quick Issue Log must be stapled to the dealers Transaction Detail Report copy and maintained in the dealership files. (Two-year record retention applies). It is not necessary to send a copy to DMV.

## QUICK ISSUE LOG

If your dealership utilizes the post-sale processing option you **MUST** complete a Quick Issue Log. It is important that accurate records are kept on the quick issue log. The Quick Issue Log will be used by the office personnel the next business day to enter all the registrations issued. It is mandatory that all marker plates logged out and/or issued on the Quick Issue Log are accounted for. **FAILURE** to do so will be a violation of the On-Line Program and will result in administrative action by the Department of Motor Vehicles.

If a marker plate is listed on the Quick Issue Log and not issued it must be returned into the dealerships' inventory.

**IMPORTANT:** Please remember all hard marker plates **MUST** be entered on the on-line system in sequence **THE NEXT DAY**. A Quick Issue Log must be completed and attached to the dealership copy of the Revenue Detail Report each day plates are logged out for post sale processing.

**Failure to enter post sale transactions the next business day will result in administrative action by the DMV.**

# TRANSFER INFORMATION

## VEHICLE TRANSFERS

**Vehicle Transfer:** A vehicle transfer will be processed if the owner information remains the same. If a previous registration is obtained from the customer it should be submitted as a supporting document.

**Vehicle Transfer at Renewal Time:** The OLRS system will process a vehicle transfer at renewal time. **IMPORTANT:** If your dealership does not have the registration expiration sticker in its possession the renewal may not be processed.

**NOTE:** A renewal will not be processed on-line if your dealership does not have a registration expiration sticker in your inventory (electronic/physical), which coincides with the registration certificate being issued. Please confirm that you have the proper dated registration expiration sticker in your inventory before the registration is processed.

**Delivery during renewal time:** When a customer has mailed their registration renewal into the Department of Motor Vehicles and the customer has not received it back and the registration is about to expire, (when a vehicle transfer is being requested), the following procedure is to be used:

1. The vehicle transfer transaction should be initiated on the On-Line System to verify that the renewal has or has not been processed.
  - A. If the renewal has been processed you may proceed with the transaction and issue an on-line registration.
  - B. If the registration has NOT been processed, the transaction must be done manually. A 60 Day Temporary Registration Certificate (K-160a) must be issued to the customer and an Application for Registration and Title (H-13) must be completed. **DO NOT USE** A Temporary On-Line Form (K-326). Please be sure to have the customer sign all forms. Transactions not completed on-line must be sent to the Manual Unit with the \$10.00 processing fee.

**NOTE:** If a registration has been issued on the On-Line System and a transfer of that registration needed to be processed there must be a minimum of eight (8) business days between the original transaction and the transfer due to the processing of the paperwork on the original transaction.



## RECORD TRANSFERS

**Record Transfer:** A record transfer may be processed on-line when processing a vehicle transfer on a previous registration. A twenty dollar (\$20.00) fee will be charged for a record transfer. A record transfer fee will only be charged once per registration processed, regardless of how many changes are made to the registration. The following is a listing of the types of record transfers, which may be processed through the system:

1. Adding a name (\$20.00)
2. Deleting a name (\$20.00)
3. Swapping a primary owner and secondary owner, then deleting the primary owner (\$20.00)
4. Swapping a primary owner and secondary owner, deleting primary owner and adding new secondary owner (\$20.00)
5. Changing a conjunction (and/or) (NO FEE)
6. Swapping primary owner and secondary owner (NO FEE)

**IMPORTANT:** A complete change of ownership may not be processed through the OLRs system (i.e., lease company to individual, father to son, etc.).

## COMBINATION VEHICLE TRANSFER

When a vehicle transfer is processed with sub-code change, the proper registration fees will be charged by the on-line system.

A sub-code change on a combination vehicle transfer may be processed on-line. The definition of sub-codes are as follows:

**Combination (03) Subcode (1) Passenger style vehicle:** 2 or 4 door sedan, coupe roadster, convertible and hard top are the ONLY body styles. Gross/light weight are not required.

**Combination (03) Subcode (2) Commercial style vehicle:** includes station wagon, suburban, converted ambulance, converted hearse, jeep, mini vans, SUV, pickup with camper module. Gross/light weight required.

The following vehicles are also considered Combination (03) Subcode (2): Ranger, El Camino, Chevy Blazer, GMC, Jimmy, Toyota Land Cruiser, Ford Bronco, International Scout, Dodge Ram Charger, Ford Explorer, or any vehicle similar to the above. Gross/light weight required.

# BATCHING AND SUBMISSION POLICY

## Submission Policy

All OLRS documentation must be submitted to the On-Line Processing Unit within **five (5) Department of Motor Vehicle business days** from the date of transaction.

Department of Motor Vehicles business days are Tuesday through Saturday.

It is recommended that the OLRS documents be mailed via overnight (FED EX, UPS, AIRBORNE) to ensure a tracking system. If documents are not received within the **five (5) DMV business days** submission policy, the dealership will be responsible for duplicating all of the documents.

Any dealership that has not submitted documentation within **five (5) DMV business days** is considered to be in violation of the DMV Policy and Procedures.

All OLRS documents must be submitted to:

**Department of Motor Vehicles  
On-Line Processing Unit  
60 State St., 3<sup>rd</sup> FLR  
Wethersfield, CT 06161**

## BATCHING PAPERWORK

All on-line transactions must be batched as follows:

- Bar-coded On-Line Registration Certificate on top
- Certificate of Origin or title should be 2<sup>nd</sup> document
- All other supporting documents should be placed after certificate of origin or title

Transactions must be submitted in order of issuance. **NOTE:** Staples are not acceptable on any documentation, therefore, please use paper clips.

Print a Transaction Detail Report after the 6:00PM close of the void/amend window and submit with all OLRS documentation.

## TRANSACTION DETAIL REPORT

The transaction detail report will take the place of a manual transmittal sheet (G-138). All work processed for one (1) business day must be shown on this report. You must verify that all transactions listed on the transaction detail report are being submitted. **Under no circumstance should a partial days work be submitted.**

When processing the report on the OLRS System enter the **same date for the beginning and ending date**. Please do not run multiple days on a report. This report should be processed after all VOIDS and AMENDS are made to the previous days work (AFTER 6:00PM).

## DOCUMENTS SUBMITTED

The following checklist will help you to verify that the Department of Motor Vehicles requirements and procedures have been met.

1. Proof of Ownership
  - a. Manufacturer Certificate/Statement of Origin
  - b. "CLEAN" Connecticut, Out of State Title or Application for Duplicate Certificate of Title (H6-B) along with approved on-line title inquiry report
  - c. Supplemental Assignment of Ownership (Q-1) – (when applicable)
  - d. Authorization of Payoff (H-12) – (When applicable)
  - e. Affidavit of Repossession (H-30) (when applicable)
  - f. Lien release (if applicable)
2. Owner's previous registration on a vehicle/record transfer
3. Inspection or Emissions report (if applicable)
4. Change of Name Form (E-78), along with supporting documents (if applicable)
5. Power of Attorney for lease vehicle, authorizing the dealer to sign for the registrant
6. Change of address card
7. Parental Consent for A Minor-under 18 (2D) to register a passenger vehicle only (if applicable)
8. Current Connecticut Insurance Card in Registrant(s) Name
9. Federal Odometer Disclosure: If the Federal Odometer Statement is incorporated in the Title or Certificate of Origin, it is not necessary to submit a separate odometer statement. Do not include tenths on odometer readings.
10. Proof of identification
  - CT Drivers License
  - CT Non-Driver Identification Card
  - US Military (active or dependant)

**NOTE:** If the registration is in the name of a company, a Power of Attorney is required, unless the person signing is the officer of the company. When the person is an officer of the company, the officer's title must be printed by the signature. Verification of the business name must be provided (company letterhead, business bank account, checkbook or a utility bill), in addition to the identification of the person signing the application and the person presenting the paperwork.

## PROPERTY TAX AND SUSPENSION

All transactions will be affected by a REGISTRATION SUSPENSION, REGISTRATION PRIVILEGE SUSPENSION or INSURANCE CANCELLATION and PROPERTY TAX DELINQUENCY SEARCH.

### SUSPENSION

With a REGISTRATION SUSPENSION, REGISTRATION PRIVILEGE SUSPENSION or insurance cancellation THE TRANSACTION WILL NOT BE PROCESSED.

Dealerships utilizing Option 1 – Immediate Processing or Option 2 – Pre-processing – Option A & B must: Manually issue this registration a 60 Day Temporary Registration Certificate (K-160a) and a 60 Day Temporary Registration Certificate (yellow temporary-NEW ISSUE ONLY). The Department will be responsible for contacting the customer and informing them of the pending problem.

**NOTE:** The \$10.00 Temporary Registration Certificate fee must be submitted with this transaction. These transactions must be submitted with a manual Dealer Transmittal Sheet (G-138).

Dealerships utilizing Option 3 – Post-Sale Processing must: Report the marker plate “issued manually” electronically through the On-Line System. **NOTE:** This step is important and must be done, in order to remove the manually issued marker plate from your confirmed inventory. This procedure will prevent the issued inventory from being assigned to the next transaction.

Print a Returned Inventory Receipt, which will list the inventory information (i.e., marker plate number, registration expiration sticker control number)

The following procedures must be followed:

1. Complete the DMV Section of the Manual H-13
2. Prepare a check for the correct dollar amount (\$10.00 Temporary Registration Certificate Fee to be included)
3. Complete an ON-LINE Dealer Transmittal Sheet to DMV (K-201) and record the marker plate number assigned and the wording “POST SALE” on the bottom right corner of the ON-LINE Dealer Transmittal Sheet to DMV (K-201) and Manual H-13
4. Submit the following documents to the DMV: Manual H-13(if post sale, record the marker plate assigned to the vehicle on the H-13), printout of display message, check, ON-LINE Dealer Transmittal Sheet to DMV (K-201) , registration expiration sticker and all other supporting documents (i.e., title/CO, odometer statement, etc.)
5. Remove the marker plate and sticker from your electronic inventory.

If the transaction was processed using post sale **DO NOT** recall the registration from the customer. The vehicle has been on the road with the assigned marker plate and the marker plate must remain with the vehicle.

## PROPERTY TAX

If a registration indicates there is delinquent tax owed the permanent on-line registration (left-side) **may not** be issued to the customer. The delinquent tax notification will appear on the screen and will be printed on the on-line registration document (right hand side) under the "notice"

The following transaction will be affected by a Property Tax Delinquency Search:

1. New Issue (all classes)
2. Record Transfers (if adding a name)
3. Registration Renewals

Your dealership will then issue the customer the following documents:

- A Temporary On-Line Form (K-326) with a **60-Day (calendar) expiration date** (new issue and transfers)
- The permanent marker plate assigned by the on-line system (new issue only)
- A 60 Day Temporary sticker (new issue and transfer with renewal only)

Your dealership will be responsible for sending the following documents to the Processing Unit:

- The ENTIRE on-line registration documents (must be signed by registrant(s))
- All other supporting documents (C/O, title, odometer statement, etc.)
- DMV (blue) copy of the Temporary On-Line Form (K-326)
- The permanent registration expiration sticker assigned to the customer registration

The Department of Motor Vehicles will be responsible for notifying the customer of the delinquent tax problem.

**NOTE:** Under no circumstance shall the customer be issued the permanent registration document and registration expiration sticker. Even if the customer has a paid delinquent tax receipt it does not mean they are clear, the customer may be delinquent in multiple towns.

**IMPORTANT:** If customer has already left your dealership due to a POST SALE issue do not call the customer back to the dealership to retrieve the marker plate. Do not send the customers registration and sticker(s) to the customer, the ENTIRE on-line registration, sticker(s) and supporting documents must be sent into the Department for processing.

## **COURTESY DELIVERY**

Courtesy deliveries may be processed on-line. The selling dealers' name, address and license number must be provided to your vendor before processing.

Your vendor will install the selling dealer name into your dealerships terminal. When processing the courtesy delivery it will be necessary for the processor to choose the correct selling dealers name.

## AMENDS/VOIDS

### AMEND FUNCTION

**Definition:** The amend function has been designed to enable your dealership to make changes on an OLRs registration, within an allotted time frame. (See Void/Amend).

**IMPORTANT:** If the amend time frame has expired the transaction cannot be amended. The transaction will be put through as is and a separate transaction must be processed at your local branch office.

**How the amend works:** Each on-line transaction is assigned a transaction number, utilizing this same transaction number and new information the amend function will allow the dealer to apply an amend/modification to a committed electronic transaction (permanent registration). This will be allowed on the same day and until 6:00PM the following business day, depending on the date of issuance. When an amend is processed a new OLRs registration certificate MUST be printed. The amend period is calculated from the issuance date.

**The following fields will change the registration fees on an amend if changed:** adding/deleting owner name, adding/deleting lien, changing gross weight on a combination/commercial registration, or adding/deleting inspection fees.

**Any change in registration classification or vehicle identification number (VIN) will be a void not an amend.**

**NOTE:** Under no circumstance should the amend function be used to process a reprint. The amend function is only to be utilized to process corrections on previously processed on-line registrations.

## PROCESSING THE AMEND

### AMEND PROCESSED ON-LINE WHILE CUSTOMER IS PRESENT

1. Depending on your vendor a registration is recalled by entering the class code, marker number and last six-digits of the VIN or from the Title and Registration List. Amends will be made to the on-line registration, fees will be re-calculated (if necessary) and a corrected registration will be printed.
2. The dealer will be required to obtain the customer signature on the modified OLRS registration certificate.
3. The following documents should be given to the customer:
  - a. The amended OLRS registration certificate (left portion)
  - b. The permanent marker plate assigned by the system (NEW ISSUE ONLY)
  - c. Registration expiration sticker (NEW ISSUE and Vehicle Transfers w/ Renewals ONLY)
4. The following documents should be sent to the On-Line Processing Unit:
  - a. The **entire incorrect** OLRS registration certificate
  - b. The right (bar-coded) portion of the **amended** OLRS registration
  - c. All other supporting documents (i.e., title, insurance documents, odometer statements, etc.)

### CUSTOMER IS PRESENT AMEND NEEDS TO BE MADE AND THE OLRS SYSTEM IS NOT ACCESSIBLE (within 6:00pm time frame)

**IMPORTANT:** This procedure is only to be utilized if the system is off-line within the amend time frame. If the time frame has expired you may not process the amend manually.

If your dealership is unable to process the amend on-line while the customer is present, the following procedures must be followed:

1. Have the customer sign an Application for Registration (H-13) with the correct changes. It will be necessary to complete the marker number, registration expiration date, and customers name areas on the H-13 for base information. The sections of the H-13 which need to be corrected are the only other elements needed to be completed (i.e., if the model type is incorrect it will only be necessary to fill-in the corrected vehicle model type information on the H-13).
2. After the corrections are made on the H-13 the customer must sign the correct Application for Registration (H-13) and the original OLRS registration certificate.
3. Complete a Temporary On-Line Form (K-326). This will be given to the customer until the amend is processed on-line.
4. The following documents should be given to the customer:
  - a. Temporary On-Line Form (K-326) for both new issues and transfers
  - b. The permanent marker plate assigned by the system (NEW ISSUE ONLY)
  - c. Registration Expiration Sticker (NEW ISSUE & Vehicle Transfer W/ Renewal only)

**IMPORTANT:** This procedure may only be used if the ON-LINE system is unavailable. Under no circumstances will a manual H-13 be accepted, if the ON-LINE system is available.



**AFTER DELIVERY AMEND NOW READY TO PROCESS ON-LINE (within the 6:00PM time frame)**

1. Depending on your vendor a registration is recalled by entering the class code, marker number and last six-digits of the VIN or from the Title and Registration List. The amend will be made on-line, fees will be re-calculated (when necessary) and an amended registration certificate must be printed.
2. The amended registration must then be separated and the left portion (customer copy) sent to the customer. It will not be necessary to obtain the customer signature on the DMV (right bar-coded) portion of the OLRS registration certificate, as this has already been done on the manual H-13.
3. The following paperwork should be sent to the On-Line Processing Unit:
  - a. The entire original incorrect registration certificate
  - b. Application for Registration (H-13) **NOTE:** The bar coded portion must be covered with a white sticker label.
  - c. The amended registration certificate (right bar-coded) portion
  - d. The DMV portion of the Temporary On-Line Form (K-326)
  - e. All other supporting documents (i.e., title, insurance documents, etc.)

**NOTE:** If a registration needs to be amended and is not amended during the AMEND/VOID time frame, it cannot be amended on-line or corrected by the On-Line Processing Unit. Any changes needed after the time frame will have to be done at the local branch office and will be considered a new transaction.

## VOID FUNCTION

If an on-line registration certificate is issued and the customer does NOT take delivery of the vehicle, the dealership will have the ability to void the registration certificate. Under no circumstance is this function to be used if the vehicle has been plated and has left the dealership lot. (Per Connecticut General Statute 14-12). Any vehicle which has left the lot with permanent hard marker plates must have the registration transaction completed.

The void transaction will delete an original transaction, registration fees will be refunded into the dealership accounts, the marker plate returned to inventory, and the registration expiration sticker report as damaged. Depending on the date of issue the void transaction will be allowed on the same day until 6:00PM or the next business day until 6:00PM. The voids will be counted and logged on the detail transaction report. The void period is calculated from the issuance date.

If a VOID is not processed the registration will be accepted as a permanent record by the DMV files. As a reminder there are NO WITHDRAWALS or REFUNDS on the On-Line System, once the VOID/AMEND window has expired. Depending on which option (immediate, preprocessing or post sale processing) your dealership utilizes will depend on when your dealership may VOID a transaction. Please pay close attention to the VOID/AMEND schedules.

The following procedures must be followed when processing a VOID:

1. Submit the original **complete** on-line registration certificate with VOID written on it with that days work to the On-Line Processing Unit within five-day period.
2. If registration expiration stickers were assigned to the transaction report them as damaged (electronically) through the system. The damaged stickers must be returned to the DMV. (See section on damaged inventory).

**NOTE:** The dealership will be held accountable for all voids. Failure to submit a voided On-Line registration certificate and/or supporting documents is a violation and will be dealt with administratively.

**WITHDRAWALS:** See additional information on Withdrawals page 4-47.

## VOID/AMEND TIME SCHEDULE

Listed below are the schedules which **MUST** be followed when registering vehicles on-line and/or performing a VOID or amending a registration on the On-Line System:

### OPTION 1/IMMEDIATE PROCESSING AND OPTION 2/PRE-PROCESSING TIME SCHEDULE\*

\*All instances where the date of issue and the date of transaction are the same

Process On-Line (Date of transaction)	Void/Amend TIME FRAME
Monday	Tuesday until 6:00PM
Tuesday	Wednesday until 6:00PM
Wednesday	Thursday until 6:00PM
Thursday	Friday until 6:00PM
Friday	Monday until 6:00PM
Saturday	Monday until 6:00PM
Sunday	Monday until 6:00PM

### OPTION 3/POST SALE PROCESSING\*

All instances where the date of issue occurs prior to date of transaction

Post Sale Log Out (Date of issue)	Process On-Line (Date of transaction)	Void/Amend Time Frame
Monday	Tuesday	Tuesday until 6:00PM
Tuesday	Wednesday	Wednesday until 6:00PM
Wednesday	Thursday	Thursday until 6:00PM
Thursday	Friday	Friday until 6:00PM
Friday	Monday	Monday until 6:00PM
Saturday	Monday	Monday until 6:00PM
Sunday	Monday	Monday until 6:00PM

**IMPORTANT:** Post Sale Processing transactions will have to be entered into the On-Line System with a date of issue. The date of issue **MUST** be the date that the plate was logged out of inventory, recorded on the quick issue plate log, and placed on a vehicle. The fees and VOID/AMEND schedule will be calculated from this date, the date of issue.

**For Example:** When a plate is logged out on Monday, it must be entered on the on-line system Tuesday (next day) and your dealership will only have until Tuesday at 6:00PM to VOID/AMEND the transaction.

**IMPORTANT-NOTE:** Any transaction not VOIDED or amended will become a PERMANENT registration record. The paperwork for a transaction which has not been VOIDED or AMENDED during the given time period must be submitted within five (5) days of issuance.

**The ON-LINE system has six holidays on which the system will not be available:** New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. When the system is not available dealerships will be allowed to process VOIDS and AMENDS the next business day.

**EXAMPLE:** If registration is issued on a Tuesday, Christmas is on Wednesday, (system is not available), amends/voids will be processed on Thursday the next business day until 6pm.

## **SYSTEM OFF-LINE**

### **PROCEDURES TO FOLLOW IF SYSTEM IS OFF-LINE**

Occasionally, there may be a time when your vendor or DMV System may go off-line (i.e., power outages, down wire, such as phones lines). In these cases the Department will be notified immediately by the vendor if either system goes down.

Please use the following procedures in these cases:

#### **AMEND needs to be made (must be during the scheduled time frame):**

1. Complete in its entirety a manual Application for Registration (H-13) with all changes (including customer signature)
2. Issue the customer a Temporary On-Line Form (K-326) and the permanent marker plate which was assigned by the system
3. The following paperwork will be sent to the On-Line Unit:
  - a. Entire on-line certificate
  - b. DMV portion of Temporary On-Line Form (K-326)
  - c. The completed Application for Registration (H-13)
  - d. All supporting documents (i.e., C/O, title, odometers, etc.)

**NOTE:** To expedite our procedure it would be appreciated if the dealership could hi-light the information changes made on the manual H-13.

#### **VOID needed to be made (must be during the scheduled time frame):**

1. Contact your vendor and inform them that VOID needs to be performed
2. Your vendor will immediately contact the DMV in writing, a void needs to be processed along with a reason why the void was not processed On-Line.
3. The dealership must send the entire voided electronic on-line registration certificate to the On-Line Processing Unit with that days' work.

## REPRINTS

If a transaction has been accepted by the OLRS system and a document was not printed, (printer malfunction), it is the dealership's responsibility to process a REPRINT. Depending on the vendor your dealership has selected this is done by selecting "Reprint" or "Certificate Print" from the system. Do not go back into the system and re-register the vehicle.

A reprint may be processed until 6:00PM the next business day.

## DOCUMENT NOT PRINTED

If a reprint is unable to be processed the following procedure must be completed:

1. Confirm with the vendor that your transaction was processed.
2. Process a manual Application for Registration (H-13), this form must be completed in its entirety. Please be sure that the customer has signed the H-13.
3. Record the permanent marker number and sticker number issued by the On-Line System in the "Marker No." box on the H-13 for new issues or the marker number being transferred for a transfer.
4. Record the registration expiration date of the registration in the expiration date box of the H-13.
5. Issue the customer a Temporary On-Line Form (K-326) along with the marker plate (new issue only) which was issued from the On-Line System. For transfer affix the plate being transferred to the new vehicle.
6. Submit the manual Application for Registration (H-13), the DMV copy of the K-326 to the On-Line Processing Unit and all other supporting documents.
7. This transaction must accompany the Transaction Detail Report it appears on.

## **Chapter 4 TITLE INFORMATION**

## **TITLE PROCEDURES AND TITLE INQUIRY FUNCTION**

### **MISCELLANEOUS INFORMATION REGARDING TITLE PROCEDURES**

- The Certificate of Origin or Title must be signed over properly. All subsequent assignments must accompany the title and registration certificate. Title documents must show a chain of ownership.
- An out of state title must be accompanied by a VIN verification/emissions report (original).
- Please be sure your employees verify that the VIN number matches on both the Certificate of Origin/Title and the vehicle to avoid registering the incorrect vehicle or sending the incorrect documents into the DMV.

### **LEINHOLDER**

- The lien holder listed on the reverse side of the Certificate of Origin or title must be the same lien holder entered into the OLRS.
- A lien release will be required, if the Certificate of Origin has the incorrect information, from the lien holder listed on the certificate.

## WITHDRAWALS

SPECIAL ON-LINE PROCESS FOR VEHICLES THAT HAVE BEEN REGISTERED ON-LINE AND DELIVERY HAS NOT BEEN TAKEN (VOID WINDOW HAS EXPIRED AND VEHICLE HAS NOT LEFT LOT)

When a vehicle has been plated (DELIVERY NOT COMPLETED) and registered ON-LINE the following procedure must be followed:

1. The registration record will be processed
2. A statement of withdrawal of Connecticut Motor Vehicle Title (H-71)-(see forms section pg. 9-83) must be completed by all parties and attached to the complete On-Line Registration Certificate (both left and right bar coded portion)
3. Copies of all ownership documents **MUST** be submitted with the transaction. Original ownership documents are to be retained by the dealership.
4. The paperwork **MUST** be sent to the On-Line Processing Unit, within **five (5) DMV business day requirement**.
5. **If a new transaction:** Marker plate and registration expiration stickers must also be sent with transaction for cancellation, **if transfer transaction:** copy of the customer registration showing transfer to different vehicle. Transfer must be processed at local branch office by completing an H-13 and submitting a \$20.00 transfer fee back to the old or different vehicle.
6. Must be submitted with Daily Batch Work.

**WARNING: PLEASE UNDERSTAND YOU ARE CERTIFYING UNDER PENALTY OF FALSE STATEMENT THAT THIS VEHICLE WAS NOT DELIVERED OR OPERATED.**

## TITLE SUSPENSE

Dealer response to a Department of Motor Vehicles Title Division request for documents is due within 15 calendar days. Any OLRs dealership that fails to provide the requested materials within 15 days, will be removed from OLRs access until the proper documents are received by the Title division.

## TITLE INQUIRY

The On-Line Registration System will also provide your dealership with access to Connecticut titled vehicle information. By providing the vehicle identification number and the first four characters of the titled owners' last name your dealership can access the DMV title files. This inquiry will produce a report which will list the following information in regards to the vehicle: title number, year, make, odometer, titling date, number of owners, name of owners, number of lien holders, name and address of lien holder and whether the vehicle has any type of LEGEND (see below) attached to it.



**Legends:** Are used when a title is branded based on previous title history. Listed below are the different types of legends which may appear when making an inquiry and their definitions.

#### LIST OF LEGENDS

- A. **REBUILT:** This vehicle has gone through a salvage inspection after the vehicle has been declared a total loss and the title has been stamped salvage by an insurance company.
- B. **THIS IS A DUPLICATE TITLE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE:** The customer has lost the original title and has been issued a duplicate title.
- C. **THIS VEHICLE MAY BE SUBJECT TO UNDISCLOSED LIEN:** This legend is recorded when the vehicle was either last registered in a state that does not title that model year vehicle or a state in which the title is not the exclusive means of recording a lien on a motor vehicle.
- D. **INSPECTION REQUIRED TO REGISTER:** Vehicle was titled without going through a required inspection. Applicant must have prior approval from the Title Section.
- E. **TITLE ONLY:** Issued for the purposes of recording liens on existing title.
- F. **BOND POSTED UNDER SECTION 14-176 C.G.S.:** Customer did not have necessary documents for proof of ownership and a surety bond was required to protect the State of Connecticut against any ownership claims.
- G. **GLIDER KIT:** The vehicle was constructed from kit.
- H. **TRUE MILEAGE UNKNOWN:** Mileage was not submitted at time title was applied for. May also indicate some discrepancy in the odometer reading.
- I. **MANUFACTURERS BUYBACK:** Vehicle was returned to manufacturer by previous owner.
- J. **FLOOD:** Vehicle has sustained flood damage and has been declared a loss by an insurance company.
- K. **ODOMETER EXCEEDS MECHANICAL LIMITS:** The odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again).
- L. **WARNING ODOMETER DISCREPANCY:** The odometer does not reflect the actual mileage.

#### USES OF TITLE INQUIRY REPORTS

**The title inquiry reports may be utilized in the following manner:**

- To obtain information regarding a vehicle which is being traded-in to your dealership (i.e., to determine if vehicle is salvaged, obtain lien holder information, etc.)
- Used in conjunction with an Application for Duplicate Title (H6-B) to transfer ownership of the vehicle On-Line. (See section on utilizing the Title Inquiry Report with application for Duplicate Title (H6B).

## **UTILIZING THE TITLE INQUIRY REPORT WITH APPLICATION FOR DUPLICATE TITLE(H6-B)**

The title inquiry report may be used in conjunction with the Application for Duplicate Title (H-6B) when a vehicle is being traded into your dealership and the titled owner does not have the title. If the inquiry retrieves a title record on the Connecticut Department of Motor Vehicle files your dealership may utilize the printed copy of this title inquiry report and a completed Application for Duplicate Title (H6-B) to process an ownership transfer in the absence of title. This report should only be used for on-line transactions. If you need to receive a duplicate manually do not use the report.

**When the vehicle is being taken in for a trade-in, the following procedures should be followed:**

1. Inquire by the full VIN and the first four letters of the last name and print out a title inquiry report on the on-line registration system. When making the title inquiry please note any legends that may be listed (i.e., lien holder, salvaged, etc.)

**NOTE:** When a title inquiry report is utilized and a lien holder appears it will be necessary to attach a lien release from the lien holder listed. A faxed copy of a lien release will be accepted.

2. Print the title inquiry report.
3. Have titled owner complete an Application for Duplicate Title (H6-B). The Application for Duplicate Title (H6-B) should be marked for "Ownership Transfer".
4. Attach printed title inquiry report to a properly completed Application for Duplicate Title (H6-B).

When a title inquiry report and completed Application for Duplicate Title (H6-B) is processed for a vehicle on-line, your dealership may now sell and register the vehicle on-line. (If applicable the CT Secure Power of Attorney for Vehicle Mileage Disclosure and Certificate H-117 must accompany the documents.)

**The following procedure should be followed when the vehicle is sold:**

1. Complete Supplemental Assignment of Ownership (Q-1) from dealership (seller) to the new buyer.
2. This vehicle may be registered ON-LINE, **except** in the cases when the title has been branded with a legend such as SALVAGED, FLOOD, GLIDER KIT, etc.-any such branded title cannot be processed ON-LINE.
3. The following documents must be submitted to the On-Line Processing Unit:
  - a. DMV portion of the electronic registration certificate (right bar coded portion)
  - b. Application for Duplicate Title (H6-B)
  - c. On-Line Title Inquiry Report
  - d. Supplemental Assignment of Ownership (Q-1)
  - e. All other supporting documents, including lien releases

## **MISCELLANEOUS INFORMATION ON THE TITLE INQUIRY REPORT**

Unfortunately, not all the Department of Motor Vehicle title files are complete at this time. Most of the older title files, which are numbered under twenty million may not have all the necessary information to register the vehicle on-line. Especially, in the case of a second owner, conjunctions (and/or) will **NOT** appear, which will make it difficult to determine who is authorized to sign the title documents. In these cases you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700. Please be sure to have the VIN number ready for the operator. If the system provides your dealership with a title number it would also be helpful to provide the operator with it. The operator will authorize whether or not the Application for Duplicate Title (H6-B) and title inquiry report can be utilized. If authorized please be sure to record the operators' name and time the call was placed on the Application for Duplicate Title (H6-B) in the upper right hand corner.

Titles, which are numbered twenty million or below, will not list lien holders and you must contact the DMV to obtain the proper lien holder.

If a title inquiry comes back a "NO HIT" and the vehicle owner states it is a Connecticut titled vehicle, you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700.

## **AUTHORIZATION FOR PAYOFF (H-12)**

If your dealership takes a vehicle in trade and it is a **Connecticut** titled vehicle and you are unable to obtain the title from the lien holder, an Authorization for Pay-Off (H-12) may be used in lieu of the title. Section 5 of the Authorization for Pay-off must be completed and a release of lien must be submitted with the transaction.

## **CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117)**

The CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117) is utilized to meet the Federal Requirements for odometer disclosure when the title is in the possession of a lien holder.

## **Chapter 5 LEASING**

## **LEASE VEHICLE INFORMATION**

A lease vehicle which is being registered On-Line must match the standardized leasing company name and address EXACTLY.

### **REQUIREMENTS TO REGISTER A LEASE VEHICLE**

#### **1. FINANCIAL RESPONSIBILITY CERTIFICATE INSURANCE:**

Registration may be processed On-Line for a Leasing Company which has a Blanket, Partial Blanket or Specific Insurance Certificate on file at the Department of Motor Vehicles. The On-Line System will automatically check whether a leasing company has an active license and insurance. Failure to register lease vehicles properly is a violation of the Dealer On-Line program.

#### **2. INSURANCE REQUIREMENTS:**

When processing a transaction for a long-term lease, the lessee's insurance information should be entered electronically. If the transaction is for a daily rental vehicle, the rental company may provide the blanket insurance policy number, which is on file with the Department of Motor Vehicles.

### **VEHICLE TRANSFERS ON LEASE COMPANIES**

When transferring a registration for a vehicle on-line to a lease company it is imperative that the lease company name and address match the DMV lease files EXACTLY. At times a previous lease registration which is going to be transferred may not match the DMV files EXACTLY, which will cause the system to deny the registration. The On-Line registration system will allow your dealership to make the changes to the standardized name to match the DMV lease files in order to allow the vehicle registration to be transferred on-line. If you are unsure of the correct lease company name and address, please contact the Leasing Unit at (860) 263-5049.

## **Chapter 6 INSPECTION AND EMISSIONS**

# VEHICLE INSPECTION

## OUT OF STATE VEHICLE REQUIREMENTS

An out of state vehicle may be registered on the On-Line System when the following criteria are met:

1. A "CLEAN" title (Connecticut or out-of-state) along with any supplemental assignments of ownership, upon which all liens have been satisfied.
2. One of the following VIN verification forms for out of state vehicles must accompany the registration:
  - a. R-302A
  - b. R-302B
  - c. CATA 95-100
  - d. On-Line Dealer Certification of Vehicle Identification Number (pg. 9-80)
  - e. Emissions report
4. Administrative fee: \$10.00

**Reminder:** A missing VIN verification is violation of the On-Line Registration Program. Failure to submit a verification will result in administrative action by the Department of Motor Vehicles.

## QUICK REFERENCE CHART FOR INSPECTIONS

Vehicle	VIN Verification	Administrative Fee
Out of State (less than 10 years old)	YES	\$10.00
Out of State (10 years old or older)	YES	\$10.00
CT (10 years old or older)	NO	\$10.00

PLEASE NOTE: Only vehicles with a "CLEAN" certificates of origins and titles may be registered on-line. The above inspection information only applies to these types of vehicles.

## INSPECTION PERFORMED BY

The following vehicles that need to be safety inspected/VIN verified at a DMV designated branch office:

- All salvage/rebuilt/reconstructed vehicles (may not be registered on-line)
- All vehicles with abandoned vehicle paperwork (may not be registered on-line)
- All commercial vehicles over 18,000lbs. (ten years old or older) GVWR will be inspected to the North American Inspection Standards by the Commercial Vehicle Safety Division.
- All composite, modified antique, pre-1968 and street rod vehicles (may not be registered on-line)
- Wreckers will be inspected by the Dealers and Repairers Division.
- Vehicles with VIN problems
- All vehicle requiring an assigned VIN
- All taxi, livery, service bus and other specialty type vehicle inspection. (may not be registered on-line)
- Any 5<sup>th</sup> wheel style camper, or camp trailer or commercial trailer (up to and including 18,000lbs. GVWR at a DMV Branch Office, over 18,000lbs. GVWR by the Commercial Vehicle Safety Division).
- Courtesy vehicle inspections
- Grey market vehicles.

NOTE: The above vehicles CANNOT be registered on-line.

## PERFORMING THE VIN VERIFICATION (BY DEALER)

On-Line Dealers may only perform a VIN Verification once their dealership is approved as an On-Line dealer and their clock is activated.

VIN Verifications may only be performed on the following types of vehicles: (pending title is not branded)

Twenty-five year old and older vehicles

Out of state vehicles

### Procedure

The dealer technician must locate two (2) good VIN numbers and indicate on the CATA 95-100 or Connecticut On-Line Dealer Certificate of Vehicle Identification number where the locations are.

Dealer must indicate whether manufacturer vehicle identification number on the vehicle corresponds to a manufacturer certificate of origin or certificate of title.

Dealer must indicate the manufacturer or title state and title or certificate number.

The technician responsible for verifying the VIN must also sign the CATA (95-100) or CT On-Line Dealer Certificate of Vehicle Identification Number.

**IMPORTANT:** The VIN Verification is an essential part of the anti-theft provision of state statute. The responsibility of verification is not to be taken lightly. It is essential that personnel who perform this function be made aware of their responsibilities in providing accurate information to the state. Only the **individual actually performing** the VIN Verification is **authorized to sign** the CATA 95-100 or CT On-Line Dealer Certificate of Vehicle Identification Number.



## CONTACTS FOR INSPECTION

**Commercial Vehicle Safety Division:** Commercial vehicle and trailer inspections over 18,000 lbs. GVWR will be conducted by appointment through the Commercial Vehicle Safety Division. Information regarding the process may be obtained by calling (860) 263-5448. All commercial vehicles and trailers over 18,000 lbs. GVWR will be inspected to North American Standards.

**Dealers & Repairers Division:** Wrecker inspections may be scheduled through the Dealers & Repairers Division by calling (860)263-5036.

**Emissions Inspection:** On July 1, 2002 the DMV implemented the four (4) year Emissions Exemption program. There is an emission exemption provision within this program.

The exemption applies to the following types of vehicles:

- All motor vehicles whose model years are four years old and newer will be EXEMPT from emissions inspection requirements for up to four years. The model years eligible for an emissions exemption will change on the first of January each year.  
(EXAMPLE: The current calendar year is 2005, the vehicles that are considered exempt are 2003, 2004, 2005 and 2006 model year vehicles, on January 1, 2006 the exempt model year vehicles, will be 2004, 2005, 2006 and 2007, etc.)
- Any qualified NEW vehicle applying for registration in Connecticut (manufacturer's certificate of origin) will receive an emissions exemption for four (4) years from the DATE THE VEHICLE IS REGISTERED. A fee of \$40.00 is payable to the State of Connecticut upon registration.
- Any qualified USED vehicle with an OUT – OF – STATE title applying for registration in Connecticut will receive a four (4) year emissions exemption calculated by adding four (4) years to the MODEL YEAR (to establish the year of emissions expiration) and then utilizing the date of registration to establish the month/day of the emissions expiration. A fee of \$40.00 is payable to the State of Connecticut upon registration.

## **Chapter 7 ENFORCEMENT**

# **VIOLATIONS/ENFORCEMENT**

## **POLICY OF VIOLATIONS**

The major violations on the OLRS System are:

1. Submission of documents over the five (5) DMV business day statutory requirement.
2. Shortage and/or overage of documents and missing registration certificates.
3. Improper title assignments or documents
4. Emissions/Inspection reports omitted or inspection fees not paid
5. Missing/misuse of DMV Inventory (Marker plates, registration expiration stickers and emission stickers) – Fine assessed
6. Failure to maintain and quick issue log
7. Plating of vehicles prior to registration

## **ENFORCEMENT NOTICES & ACTION IF POLICIES ARE VIOLATED**

1. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate. Sample letter "A" will be mailed to the principal to notify them of the problem.
2. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate and issue a written warning. Sample letter "B" to be mailed if violation substantiated. Attendance at a DMV training class will be mandatory.
3. The On-Line Processing Unit-OLRS will notify both the dealership and TriVIN that the dealer is in violation and will be removed from the On-Line Registration System. Sample letter "C" will be mailed certified.
4. System access will be denied to any users with suspensions. If dealership is denied access to the system for bond cancellation, please contact DMV at (860)263-5049.
5. Series violations (ex. unaccounted for plate, misused stickers, misused plates) will result in immediate action by the DMV.

**MONITORING:** The Department of Motor Vehicles may make unannounced, unscheduled visits for educational and/or monitoring purposes at any location which maintains Department of Motor Vehicles materials or records pertaining to the registrations.

Upon review of the licensed facility the Department of Motor Vehicles may suspend OLRS privileges if procedures are not adhered to as specified.

SAMPLE LETTER "A"

DATE:

Dealership Name  
Dealership Address

Dear (Principal)

This letter serves as official notice that \_\_\_\_\_ is in violation of the policies that apply to the On-Line Registration System. A representative of the DMV has discussed the problem with you and has informed you of the corrective procedures.

Sincerely,

Cindy Zuerblis  
MV Division Manager  
Dealers & Repairers

CZ:Irlm

cc: On-Line Unit  
Barbara H. Tanuis, Branch Operations  
Dealers & Repairers Enforcement  
Connecticut Automotive Retailers Association

SAMPLE "B" LETTER

DATE:

Dealership Name  
Dealership Address

Dear (Principal)

This is your final official notice that, based on our investigation and interviews of dealership personnel, your dealership is in violation of the policies of the On Line Registration System. A representative of the Department of Motor Vehicles has explained the required corrective procedures. Any future violation will result in administrative action. A training session has been scheduled and you are required to attend to retain the privileges of issuance and transfer of registrations. Please contact Francesca Puglielli at (860)263-5263 for re-training.

Sincerely,

Cindy Zuerblis  
MV Division Manager  
Dealers & Repairers

CZ:Irlm

cc: On-Line Unit  
Barbara H. Tanuis, Branch Operations  
Dealers & Repairers Enforcement  
Connecticut Automotive Retailers Association

SAMPLE LETTER "C"

Dealership Name  
Dealership Address

Dear (Principal)

This is to inform you that \_\_\_\_\_ has been deleted from the list of clients having access to the on line registration system. Prior to gaining access to the system again, you are required to complete a training class.

You may contact Francesca Puglielli at (860) 263-5263 to make arrangements for re-training.

Sincerely,

Cindy Zuerblis  
MV Division Manager  
Dealers & Repairers

CZ:Irlm

cc: On-Line Unit  
Barbara H. Tanuis, Branch Operations  
Dealers & Repairers Enforcement  
Connecticut Automotive Retailers Association

## **Chapter 8 MISCELLANEOUS INFORMATION**

## REGISTRATION RENEWALS AND LATE FEES

A registration may be renewed only with a vehicle transfer processed two months prior to or twelve months after expiration (only with a vehicle transfer). If a transfer plate has expired, the transfer may be processed on line only by renewing the registration then transferring the plate.

**NOTE:** Dealerships will only have a three (3) month supply of registration expiration stickers (current month plus two forward) to issue. If your dealership does not have the registration expiration sticker in its possession the renewal may not be processed.

Effective July 1, 1992 per CONNECTICUT GENERAL STATUTES 14-49 (aa), a ten dollar (\$10.00) late fee is to be charged for the renewal of a motor vehicle registration presented after **five (5) calendar days** after the expiration date.

The OLRS will not accommodate a registration expired over one (1) year.

## MULTIPLE TRADE-INS

If more than one (1) registered vehicle is traded-in on a vehicle, the following procedure should be adhered to:

Up to three trade-in vehicles may be entered on the On-Line System. However, only one (1) of the vehicles will appear on the electronic registration. The one vehicle which appears on the electronic system should be the vehicle from which the marker plate will be transferred. It must be kept in mind that none of the registrations for the other vehicles will be canceled except the registration being transferred.

If the remaining registration must be canceled, the marker plates are to be turned into a local motor vehicle branch and a cancellation should be requested by the customer. These additional registrations cannot be canceled on the On Line Registration System.

## SALES TAX INFORMATION

1. Leasing or rental requires a Connecticut Sales Tax Permit Number issued by the Department of Revenue Services.
2. Non-Resident Service Personnel (including Military Academy and Coast Guard Cadets), taxable at 4.5%.  
**NOTE:** If a service personnel are requesting a "no fee" registration pursuant to C.G.S. 27-102a the registration may not be processed on-line.
3. Current Connecticut State Sales Tax is 6%.

## CHANGE OF NAME BY MARRIAGE/DIVORCE

A change of name by marriage or divorce may be processed on-line. **NOTE:** A copy of an acceptable ID must be submitted with each registration processed. The name on the ID must match the registration being submitted. However, a record transfer fee will not be charged on a change of name by marriage/divorce.



## APPLICANT ADDRESS

A Post Office Box is acceptable as a MAILING address only. The residence address, tax town, and the "Town in Connecticut where Vehicle will be Garaged for Longest Period during Coming Year" **must** be listed. An incorrect tax town will result in the vehicle being taxed in the wrong town. Please be sure to inquire as to where the vehicle is "garaged overnight", this should be the tax town entered On-Line.

**NOTE:** When registering a vehicle with a PO Box, please enter BOX not PO Box on the mailing address line.

The OLRs will allow modifications to the owner's address and related fields on a transfer transaction.

## REFUND POLICY

Refunds will not be processed for any On Line Registration System issues.

## REGISTRATION TO A MINOR

A licensed dealer may issue a **passenger registration** (not combination or commercial) to minor if a Form 2-D (Certificate of Parental Consent) is properly executed and accompanies the paperwork submitted to the Department.

**IMPORTANT:** Issuance of a passenger registration to a minor without a Form 2-D will be addressed administratively.

## CONNECTICUT INSURANCE CARD

Registrants are required to submit a Connecticut Insurance Identification Card upon registration.

Before processing a registration on line the dealer must obtain a Connecticut Insurance Card from the applicant (in the applicant's name) which states the new vehicle being registered. This information will be entered into the OLRs. The Connecticut Insurance Card is to be included as a supporting document when submitted to the On-Line Processing Unit.

A Temporary Insurance Card is valid for 60 days from the effective date  
A Permanent Insurance Card is valid for one (1) year from the effective date.

## LONG ISLAND SOUND PLATES

When issuing a Long Island Sound "Off-the-Shelf" plate on the OLRs, the dealer will not have to submit a separate Long Island Sound application or a separate check. The LIS fee will be electronically drawn down and validated on the electronic registration certificate.

## QUICK REFERENCE DATES FOR TITLE ISSUANCE BY OTHER STATES

STATE	Date state became Titling State	State	Date state became Titling State
Alabama	1975	Mississippi	7/1/69
(1975 models and up)		(Dealers and Sales)	
Alaska	1946	Missouri	1921
Arizona	8/11/27	Montana	1926
Arkansas		Nebraska	9/8/39
Passenger	1/1/50	Nevada	11/30/31
Commercial	7/1/50	New Hampshire	9/1/68
California	1920	(Vehicles not more than 10 years old)	
Colorado	7/15/25	New Jersey	10/1/40
Connecticut		New Mexico	1/1/30
(1981 models and up)		New York 1973 model & up	
Truck over 18,000 GVWR	7/1/59	North Carolina	10/1/23
Delaware	1/1/21	North Dakota	1927
District of Columbia	1933	Ohio	1/1/38
Florida	7/1/23	Oklahoma	1925
Georgia	7/1/62	Oregon	7/1/25
(15 years and newer)		Pennsylvania	1923
Hawaii	1/1/30	Rhode Island	7/1/72
Idaho	1929	(10 years and newer)	
Illinois	1/1/34	South Carolina	1/1/58
Indiana	1921	South Dakota	7/1/72
Iowa	10/1/53	Tennessee	7/1/51
Kansas	6/31/37	Texas	10/1/39
Kentucky	9/1/83	Utah	6/9/53
(Registration/Ownership Combined)		Vermont	
Louisiana	12/15/50	(vehicles 15 years or newer)	
Maine	1984	Virginia	7 /1/24
(1984 models and up)		Washington	1933
Maryland	6/1/20	West Virginia	1925
Massachusetts	9/1/72	Wisconsin	1/1/26
Michigan	7/1/22	Wyoming	1935
Minnesota	10/1/72	Puerto Rico	1987
(Dealers and Sales)			

## TAX TOWN CODES

001	ANDOVER	074	LITCHFIELD	147	VOLUNTOWN
002	ANSONIA	075	LYME	148	WALLINGFORD
003	ASHFORD	076	MADISON	149	WARREN
004	AVON	077	MANCHESTER	150	WASHINGTON
005	BARKHAMSTED	078	MANSFIELD	151	WATERBURY
006	BEACON FALLS	079	MARLBOROUGH	152	WATERFORD
007	BERLIN	080	MERIDEN	153	WATERTOWN
008	BETHANY	081	MIDDLEBURY	154	WESTBROOK
009	BETHEL	082	MIDDLEFIELD	155	WEST HARTFORD
010	BETHLEHEM	083	MIDDLETOWN	156	WEST HAVEN
011	BLOOMFIELD	084	MILFORD	157	WESTON
012	BOLTON	085	MONROE	158	WESTPORT
013	BOZRAH	086	MONTVILLE	159	WETHERSFIELD
014	BRANFORD	087	MORRIS	160	WILLINGTON
015	BRIDGEPORT	088	NAUGATUCK	161	WILTON
016	BRIDGEWATER	089	NEW BRITAIN	162	WINCHESTER
017	BRISTOL	090	NEW CANAAN	163	WINDHAM
018	BROOKFIELD	091	NEW FAIRFIELD	164	WINDSOR
019	BROOKLYN	092	NEW HARTFORD	165	WINDSOR LOCKS
020	BURLINGTON	093	NEW HAVEN	166	WOLCOTT
021	CANAAN	094	NEWINGTON	167	WOODBIDGE
022	CANTERBURY	095	NEW LONDON	168	WOODBURY
023	CANTON	096	NEW MILFORD	169	WOODSTOCK
024	CHAPLIN	097	NEWTOWN		
025	CHESHIRE	098	NORFOLK		
026	CHESTER	099	NORTH BRANFORD		
027	CLINTON	100	NORTH CANAAN		
028	COLCHESTER	101	NORTH HAVEN		
029	COLEBROOK	102	NORTH STONINGTON		
030	COLUMBIA	103	NORWALK		
031	CORNWALL	104	NORWICH		
032	COVENTRY	105	OLD LYME		
033	CROMWELL	106	OLD SAYBROOK		
034	DANBURY	107	ORANGE		
035	DARIEN	108	OXFORD		
036	DEEP RIVER	109	PLAINFIELD		
037	DERBY	110	PLAINVILLE		
038	DURHAM	111	PLYMOUTH		
039	EASTFORD	112	POMFRET		
040	EAST GRANBY	113	PORTLAND		
041	EAST HADDAM	114	PRESTON		
042	EAST HAMPTON	115	PROSPECT		
043	EAST HARTFORD	116	PUTNAM		
044	EAST HAVEN	117	REDDING		
045	EAST LYME	118	RIDGEFIELD		
046	EASTON	119	ROCKY HILL		
047	EAST WINDSOR	120	ROXBURY		
048	ELLINGTON	121	SALEM		
049	ENFIELD	122	SALISBURY		
050	ESSEX	123	SCOTLAND		
051	FAIRFIELD	124	SEYMOUR		
052	FARMINGTON	125	SHARON		
053	FRANKLIN	126	SHELTON		
054	GLASTONBURY	127	SHERMAN		
055	GOSHEN	128	SIMSBURY		
056	GRANBY	129	SOMERS		
057	GREENWICH	130	SOUTHBURY		
058	GRISWOLD	131	SOUTHINGTON		
059	GROTON	132	SOUTH WINDSOR		
060	GUILFORD	133	SPRAGUE		
061	HADDAM	134	STAFFORD		
062	HAMDEN	135	STAMFORD		
063	HAMPTON	136	STERLING		
064	HARTFORD	137	STONINGTON		
065	HARTLAND	138	STRATFORD		
066	HARWINTON	139	SUFFIELD		
067	HEBRON	140	THOMASTON		
068	KENT	141	THOMPSON		
069	KILLINGLY	142	TOLLAND		
070	KILLINGWORTH	143	TORRINGTON		
071	LEBANON	144	TRUMBULL		
072	LEDYARD	145	UNION		
073	LISBON	146	VERNON		

## REGISTRATION INFORMATION

### PASSENGER

cc: 01 sc: none Expiration: \*see below FEE: \$75.00

\* TWO YEARS FROM DATE OF ISSUE. Connecticut Insurance card is required. LIS Available.

### COMBINATION (sub-code is determined by body style not vehicle usage)

CC: 03 sc: 1 & 2 FEE: determined by weight and class

Subcode 1: Passenger Style Body (2DR SED, 4DR SED, CPE, CONV, HARD TOP)

FEE: \$83.00

EXPIRATION: EXPIRES TWO YEARS FROM DATE OF ISSUE

Subcode 2: Commercial Style Body (SUBURBAN; PICKUP TRUCK; VAN; PASSENGER VANS; ST WAG)

FEE: SEE COMBINATION FEE CHART. Connecticut Insurance Card is required on

Combination vehicles if the carrying capacity is over 1500 lbs. GVWR. LIS Available.

EXPIRATION: EXPIRES TWO YEARS FROM DATE OF ISSUE

### COMMERCIAL

cc: 02 sc: 1 Expiration: 1 YR April Fee: P/R Nov 1-March 31

Subcode 1: FEE: See Commercial Fee Chart GVWR up to 26,000 lbs.

Connecticut Insurance Card is required for all Commercial vehicles. LIS available.

## CLASS CODE AND SUB CODES

CLASS CODE	TYPE OF REGISTRATION	SUB CODE
01	Passenger	None
02	Commercial	1
03	Combination	1 Passenger body
03	Combination	2 Commercial body

## MISCELLANEOUS TRANSACTION AND PLATE FEES

Safety Plate Fee .....	\$5.00
Duplicate Registration Fee .....	\$20.00
Federal Clean Air Act (Pass & Comb).....	\$10.00
Federal Clean Air Act (Commercial).....	\$5.00
Administrative Fee .....	\$10.00*Out of state and 10 year old vehicles
Vehicle Transfer .....	\$20.00
Record Transfer .....	\$20.00
Emission Exemption fee .....	\$40.00
Long Island Sound "Off the Shelf" Plate .....	\$50.00
Renewal Late Fee .....	\$10.00
Register Lien Holder .....	\$10.00
Title Application .....	\$25.00
Duplicate Title Fee .....	\$25.00
Inspection Fee .....	\$25.00

## COLORS

The OLRS System will convert Manufacturers Colors to the following basic colors:

BLUE.....	BLU	ORANGE.....	ORN
BLACK.....	BLK	PURPLE.....	PUR
BROWN.....	BRN	RED.....	RED
GREEN.....	GRN	TAN.....	TAN
GREY.....	GRY	WHITE.....	WHT
YELLOW.....	YEL		

## CONTACT PEOPLE

### DMV QUESTIONS RELATING TO ON-LINE PROCEDURES

Francesca Puglielli (860) 263-5263 Training/Registration Questions  
Debi Wright (860)263-5155 Registration Questions  
Cindy Zuerblis (860) 263-5070 Enforcement Questions

### MARKER ROOM (Inventory Problems & Questions)

Mike Sawka (860) 263-5433

### CONNECTICUT AUTOMOTIVE RETAILERS ASSOCIATION (Banking Issues/Temporary On-Line Forms/K-326 )

(860) 293-2500

### Participating vendors: (Computer problems and system training)

#### TriVIN (formerly know as GENERAL SYSTEMS SOLUTIONS)

1-800-374-GSS1

**CVR** 1-800-333-6995

**NOTE:** Do not contact your vendor with questions relating to DMV policy and procedures, a DMV representative should be contacted.

## **Chapter 9 APPENDIX**

# FORMS

## Inspection Report (B-269)

TYPE OF INSPECTION  
☐ COMPOSITE ☐ SALVAGE VEHICLE ☐ 10-YEAR OLD VEHICLE

### INSPECTION REPORT

B-269 REV. 12-2000

#### INSTRUCTIONS:

- Customer completes Section A only. Sections B, C, and D for DMV Use.
- For 10-Year Old Vehicles, the vehicle must be registered within 90 days from the date on which it passes inspection. Present this report to the cashier with your registration application.
- For a salvage vehicle, once it has passed inspection it is valid indefinitely.
- Temporary plates cannot be issued if the vehicle failed for missing or ineffective components in the brake system, frame or steering system.
- If vehicle is rejected, once repairs have been made, bring vehicle and this report to DMV inspection lane within 30 days of the first inspection. After 30 days the vehicle must be completely re-inspected for an additional inspection fee. If your 10-Year Old Vehicle failed inspection for items 3 through 27, you may have it re-inspected by the repairing dealer or repairer. A copy of the paid repair order must be attached to this inspection form.
- If vehicle fails, only one no-fee re-inspection will be performed within a 30 day period.

STATE OF CONNECTICUT

### DEPARTMENT OF MOTOR VEHICLES

On The Web At <http://dmvct.org>



VOID UNLESS VALIDATED ABOVE

SECTION A (Customer Fill-In)					SECTION D (DMV Use-Inspection Section)			
NAME OF NEW OWNER					RESULTS		FAIL	PASS
ADDRESS OF NEW OWNER (Number and Street) (City or Town) (State) (Zip Code)					1ST INSPECTION			
					RE-INSPECTION			
CURRENT REGISTRATION:	STATE	PLATE NO.	YEAR	MAKE	INSPECTION USE ONLY			
MODEL		COLOR	ODOMETER READING (Miles) OR TRAILER GVWR		ITEM INSPECTED	FAIL	PASS	
BODY STYLE	VEHICLE IDENTIFICATION NUMBER (VIN)				1. TINTED GLASS			
OPERATOR LICENSE NUMBER OF INDIVIDUAL DRIVING VEHICLE DURING INSPECTION					2. VIN VERIFICATION			
SECTION B (DMV Use - Salvage and Composite Inspections Only) List all used major component parts utilized to rebuild vehicle and specify the VIN of each part checked. The major component parts are: ENGINE, TRANSMISSION, FRAME, DOOR, TRUNK LID, HOOD, FRONT FENDER, REAR FENDER, COWL and QUARTER PANELS.					If your 10-Year Old Vehicle failed inspection for items 3 through 27 listed below, See Number 5 in the Instructions.			
USED MAJOR PARTS	VEHICLE IDENTIFICATION NUMBER (VIN)				3. FRAME/UNIBODY			
					4. SERVICE BRAKE			
					5. STEERING COMPONENTS			
					6. PARKING BRAKE			
					7. EXHAUST SYSTEM			
					8. SUSPENSION COMPONENTS			
					9. WIRING			
					10. REAR ALIGNMENT (Salvage and Composite only)			
					11. FRONT ALIGNMENT (Salvage and Composite only)			
					12. TIRES & WHEELS			
SECTION C (DMV Use - Additional Inspection Information) INSPECTOR'S COMMENTS/REMARKS/USED PARTS LIST					13. MARKER LIGHT			
VEHICLE IDENTIFICATION NUMBER (VIN) CORRECTION					14. BRAKE LIGHTS			
1ST INSPECTION	SIGNATURE OF INSPECTOR	BADGE NO.	DATE INSPECTED		15. TAIL LIGHTS & REFLECTORS			
X					16. MISC LIGHTS & REFLECTORS			
SIGNATURE OF INSPECTOR/REPAIRER AT REINSPECTION					17. HEADLIGHTS			
A repairer must attach a repair order invoice to this inspection form.					18. TURN SIGNAL LIGHTS			
SIGNATURE OF INSPECTOR/REPAIRER REPRESENTATIVE		BADGE NO./LICENSE NO.	DATE INSPECTED		19. PARKING LIGHTS			
X					20. WIPERS			
SIGNATURE OF OWNER		THIS INSPECTION REPORT (B-269) IS TRUE AND CORRECT. SIGNED UNDER PENALTY OF FALSE STATEMENT AS PROVIDED IN SECTION 53A-157B OF THE CONNECTICUT GENERAL STATUTES			21. WINDSHIELD GLAZING			
X					22. MIRROR(S)			
					23. HORN			
					24. HI-BEAM INDICATOR			
					25. RESTRAINT SYSTEM			
					26. VALID EMISSIONS			
					27. OTHER (Refer To Section C)			

# Application for Duplicate Certificate of Title (H6-B)

## APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE AND OWNERSHIP TRANSFER IN ABSENCE OF TITLE H-6B REV. 11-04



### INSTRUCTIONS

#### WHO MAY APPLY

- The owner may apply for a duplicate certificate of title,
  - if no lienholder was listed on the original certificate of title.
  - if proof of satisfaction is presented for any lien listed on the original certificate of title.
- The lienholder shall apply for a duplicate certificate of title, if a lien is still outstanding.

#### HOW TO COMPLETE

- Please print in ink or type. (Strikeovers or erasures are not acceptable.)
- For a duplicate title fill in:
  - Section 1 - Vehicle and title information
  - Section 3 - Notarization of signature
- For duplicate title and ownership transfer fill in:
  - Section 1 - Vehicle and Title information
  - Section 2 - Ownership, transfer
  - Section 3 - Notarization of signature

WARNING: Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**FEE: \$25.00**

(Make check payable to "DMV")

VOID UNLESS VALIDATED ABOVE BY DMV

TO: State of Connecticut, Department of Motor Vehicles, 60 State Street, Wethersfield, CT 06161-5520

<b>SECTION 1</b> VEHICLE AND TITLE INFORMATION HERE	REASON FOR APPLICATION (Check one) <input type="checkbox"/> OWNERSHIP TRANSFER <input type="checkbox"/> DUPLICATE TITLE		IF REQUESTING DUPLICATE TITLE (Check one below) <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED (Please attach) <input type="checkbox"/> DESTROYED								
	TITLE NUMBER	REG. PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER	MAKE	YEAR						
	NAME(S) OF OWNER(S) AS ON TITLE (Last, First, Middle Initial) AND ADDRESS (Number and Street, City or Town, State, Zip Code)										
	LIENHOLDER ON TITLE (Name and Address) IF YOUR LIEN (Loan) HAS BEEN SATISFIED, PLEASE SUBMIT A LETTER FROM THE LIENHOLDER STATING SUCH.										
<b>SECTION 2</b> OWNERSHIP TRANSFER AND ODOMETER STATEMENT	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked.										
	ODOMETER READING (No tenths) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								<input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again.)		
			<input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. WARNING: ODOMETER DISCREPANCY								
	NAME OF BUYER (Please Print)		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR (Common) (Joint)	NAME OF BUYER (Please Print)							
ADDRESS OF BUYER(S)		DEALER'S LICENSE NO. (if dealer)									
SIGNATURE OF BUYER(S) (Or authorized official)		PRINTED NAME OF BUYER(S) (Or authorized official)		TRANSFER DATE							
X											

The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.


**SELLER(S):** The undersigned seller(s) hereby state(s) that the vehicle described on this application was transferred to the buyer(s) specified above. If joint ownership, the undersigned seller(s) attest(s) that all other living joint owners not signing below have been duly notified of the transfer.

**BUYER(S):** Do not sign until all sections have been completed and signed by seller(s). Signing indicates that you are aware of the ODOMETER STATEMENT.

<b>SECTION 3</b> NOTARY	SIGNATURE (Owner(s) or lienholder of record)		PRINTED NAME(S)	
	X			
	SUBSCRIBED AND SWORN BEFORE ME	PLACE SWORN	DATE SWORN	SIGNATURE (Notary Public, J.P., Comm of S.C.)
				X

### DID YOU REMEMBER TO:

- Have this application notarized.
- Submit a check made out to "DMV" for \$25.00.
- Sign the application in Section 3 if you are the owner or lienholder.
- (If you had a lien on the vehicle) Enclose a letter, from the lienholder, stating the lien was satisfied (paid-off).

NAME (Last, First, Middle Initial)		<b>FORWARD TITLE TO: (Please print or type)</b>
ADDRESS (Number and Street)		
(City or Town) (State) (Zip Code)		



# Authorization for Pay-off (H-12)

ASSIGNMENT AND AUTHORIZATION  
FOR PAYOFF BY LICENSED DEALER  
H-12 REV. 8-2003

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
TITLE DIVISION  
On The Web At <http://dmvct.org>



## INSTRUCTIONS:

1. The titled owner(s) arranges the sale and provides the dealer with the name of the lienholder.
2. The dealer obtains the balance due on the loan and this form H-12 is completed and then signed by the owner(s). Form H-117 (Connecticut Secure Power of Attorney For Vehicle Mileage Disclosure and Certification) must be executed to meet the federal odometer requirement.
3. The dealer must forward a photocopy of both forms H-12 and H-117 to the lienholder with payment.
4. The lienholder releases the lien on the Certificate of Title (if the lienholder has possession of the title) and forwards the title to the dealer. If there is no title, the lien release must be submitted.
5. At the time of resale, the dealer will complete the reassignment section on the reverse side of the Certificate of Title (if the dealer has possession of the title), and will forward it together with this form H-12 to the Department of Motor Vehicles, accompanied by all other necessary documents for retitling and registration. Form H-117 must accompany this form H-12.
6. Section 4 of this form H-12 is to be completed ONLY by a Connecticut Licensed Dealer when the Connecticut Title cannot be obtained by the lienholder. The dealer must verify that the title which cannot be obtained from lienholder is in fact a Connecticut title.

## SECTION 1 - VEHICLE INFORMATION

MAKE	MODEL	YEAR	TITLE NUMBER
VEHICLE IDENTIFICATION NUMBER (VIN)			

## SECTION 2 - LIENHOLDER INFORMATION

NAME OF LIENHOLDER			
ADDRESS OF LIENHOLDER (Number and street)	(City or Town)	(State)	(Zip Code)

## SECTION 3 - PURCHASER/TRANSFeree INFORMATION

NAME OF DEALER (Transferee)			
ADDRESS OF DEALER (Transferee)	(Number and street)	(City or Town)	(State) (Zip Code)

For value received, the undersigned seller(s) have assigned, transferred, and conveyed all my/our right, title, and interest in the above described motor vehicle subject, however, to your rights and interests therein; and I/we hereby authorize you to accept from the said Purchaser/Transferee the amount of \$\_\_\_\_\_, being the full balance due on my/our account, and upon receipt and acceptance of such amount you are instructed to surrender the Certificate of Title to said motor vehicle, properly released and endorsed within 10 days as required by law.

SIGNATURE OF SELLER(S)	PRINTED NAME OF SELLER(S)	DATE SIGNED
X		
SIGNATURE OF DEALER(S) (By Authorized Official)	PRINTED NAME OF DEALER(S) (By Authorized Official)	DATE SIGNED
X		

Subscribed under penalty of false statement as provided in Section 53a-157b of the Connecticut General Statutes, as amended.

# THIS DOCUMENT IS NOT A CERTIFICATE OF TITLE

## SECTION 4 - SIGNATURE OF DEALER

In accordance with the provisions of Sections 14-180 of the Connecticut General Statutes, I hereby attest that the original Connecticut Certificate of Title cannot be obtained from the lienholder and the lien has been satisfied. I request that the transfer be made on Assignment and Warranty of Title (Previous Connecticut Title Only).

AUTHORIZED SIGNATURE OF DEALER:	DEALER LICENSE NUMBER
X	

# On-Line Form (K-326)

TEMPORARY ON-LINE REGISTRATION CERTIFICATE  
ISSUED BY LICENSED CT DEALER OR LEASING CO.  
K-326 NEW 3-2002 (Old B-326)

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
DEALERS AND REPAIRERS DIVISION  
On The Web At <http://dmvct.org>

		DATE OF ISSUE		DATE OF EXPIRATION		TEMPORARY REG. PLATE NO.		
TYPE OF REGISTRATION CERTIFICATE <input type="checkbox"/> NEW ISSUE <input type="checkbox"/> TRANSFER		IF TRANSFER, PLATE NUMBER OF TRANSFER VEHICLE		IF TRANSFER, VEHICLE IDENTIFICATION NUMBER FROM TRANSFER VEHICLE				
REGISTRATION CLASSIFICATION <input type="checkbox"/> PASSENGER <input type="checkbox"/> COMBINATION <input type="checkbox"/> CAMPER <input type="checkbox"/> CAMP TRAILER <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> COMMERCIAL (up to 26,000lbs. GVW)								
<b>VEHICLE INFORMATION</b>	MAKE		MODEL		YEAR		BODY STYLE	
	COLOR(S)				VEHICLE IDENTIFICATION NUMBER			
<b>REGISTRANT INFORMATION</b>	NAME OF REGISTRANT (Owner or Lessor)							
	ADDRESS OF REGISTRANT (Number and Street)		(City or Town)		(State)		(Zip Code)	
<b>LESSEE INFORMATION</b> (If Leased Vehicle)	NAME OF LESSEE							
	ADDRESS OF LESSEE (Number and Street)		(City or Town)		(State)		(Zip Code)	
<b>SELLER INFORMATION</b>	NAME OF SELLER (Dealer or Leasing Co.)				DEALER/LEASING CO. LICENSE NO.		TELEPHONE NO. (Include Area Code)	
	BUSINESS ADDRESS (Number and Street)		(City or Town)		(State)		(Zip Code)	
<b>INSURANCE INFORMATION</b>	OWNER OR LESSOR:	POLICY NUMBER			NAME OF INSURANCE COMPANY (Not Agent)			
	LESSEE:	POLICY NUMBER			NAME OF INSURANCE COMPANY (Not Agent)			
<b>CERTIFICATION</b>	I declare under penalties of false statement that all information above is true and accurate, that my right to register a vehicle has not been suspended by the Department of Motor Vehicles, and that all property taxes due any town, municipality or other taxing district, for any vehicle previously registered in my name, have been paid. The vehicle described above was purchased by me from the dealer or leasing company named above.							
	SIGNATURE OF APPLICANT X					DATE SIGNED		

DISTRIBUTION: Blue - DMV    Canary - Applicant    Pink - Dealer

# Supplemental Assignment of Ownership and/or Bill of Sale (Q-1)

SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE  
Q-1 REV. 2-97



STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES

**INSTRUCTIONS FOR A VEHICLE:**

1. Complete Sections 1, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

**INSTRUCTIONS FOR A VESSEL:**

1. Complete Sections 2, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form is used as a **BILL OF SALE**.

**WARNING:** Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

CHECK ONE  
☐ VEHICLE ☐ VESSEL

**ASSIGNMENT OF OWNERSHIP**

SELLER(S): The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. BUYER(S): Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the CONDITION STATEMENT and ODOMETER DISCLOSURE STATEMENT made by seller(s).

<b>SECTION 1</b> Vehicle Information	TITLE NUMBER		ISSUED BY THE STATE OF:	
	MAKE	YEAR	VEHICLE IDENTIFICATION NUMBER	
	Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? (Only Dealers must respond to this question) <input type="checkbox"/> YES <input type="checkbox"/> NO			
	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING (No tenths) <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again.) <input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b>			
<b>SECTION 2</b> Vessel Information	MAKE	YEAR	HULL IDENTIFICATION NUMBER (Required if built 1973 or later)	
	COLOR - PRIMARY/SECONDARY	MODEL	LENGTH	STATE WHERE LAST NUMBERED PREVIOUS NUMBER
<b>SECTION 3</b> Buyer(s)	NAME OF BUYER (Please print)		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR	NAME OF CO-BUYER (Please print)
	ADDRESS OF BUYER(S)			DEALER'S LICENSE NO. (if dealer)
	SIGNATURE OF BUYER(S) (Or authorized official) X		PRINTED NAME OF BUYER(S) (Authorized official)	DATE SIGNED
<b>SECTION 4</b> Seller(s)	NAME OF SELLER(S) (Please print)			DATE SOLD
	ADDRESS OF SELLER(S) (Please print)			DEALER'S LICENSE NO. (if dealer)

**SIGNATURE AND CERTIFICATION BY SELLER(S)**

I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle or vessel described above hereby transfers to the buyer the described motor vehicle or vessel in consideration of the amount (selling price) entered below, receipt hereby acknowledged.

SIGNATURE OF SELLER(S) (Or authorized official) X	PRINTED NAME OF SELLER(S) (Authorized official)	SELLING PRICE \$	DATE SIGNED
--	---	---------------------	-------------

# ON-LINE Dealer Transmittal Sheet to DMV (K-201)


NAME OF DEALERSHIP OR LEASING COMPANY				CONTACT PERSON			
TYPE OF BUSINESS <input type="checkbox"/> DEALER <input type="checkbox"/> LEASING CO.		DEALER/LEASING LICENSE NO.		TELEPHONE NUMBER		DATE SUBMITTED	

**ON-LINE DEALER TRANSMITTAL SHEET TO DMV**  
K-201 NEW 11-2004

**INSTRUCTIONS:**


1. To be used for manually issued inventory On-Line Transactions only.
2. Do not include regular manual work with this transmittal sheet.
3. List all registrations submitted with this transmittal.
4. List all inventory item (i.e., marker plates & registration stickers) control numbers in the inventory section.
5. The \$10.00 processing fee must be included with each transaction.
6. A return inventory receipt is required for manually issued on-line inventory. Please submit with this transmittal sheet.
7. List all inventory issued on the Application for Registration (F-13).

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET  
WETHERSFIELD CT 06161  
On The Web at <http://dmvct.org>



DMV VALIDATION ABOVE

INVENTORY INFORMATION (MUST BE COMPLETED)							
DATE REGISTRATION ISSUED	NAME OF REGISTRANT (Last, First, Middle Initial)	CC	MARKER PLATE ISSUED	REGISTRATION CERTIFICATE NUMBER ISSUED	MONTH/YEAR OF STICKER	FEES SUBMITTED	REASON NOT COMPLETED ONLINE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							



DATE RECEIVED	COUNT	DATE COMPLETED	COUNT	EXAMINER	INVENTORY REMOVED FROM PROBLEM INVENTORY REPORT
					ON: _____ BY: _____

DISTRIBUTION: White - DMV Processing Unit   Canary - DMV Fiscal   Pink - Dealer

# VIN Verification DMV Inspection Report (R-302A)

**VEHICLE IDENTIFICATION  
NUMBER (VIN) VERIFICATION**  
R-302A REV. 8-2002

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
BRANCH OPERATIONS DIVISION  
On The Web At: <http://dmvct.org>



**NOTE: There is a \$10 administrative fee, paid at the time of registration, for all VIN verifications.**

OWNER OR DEALER NAME

OWNER OR DEALER ADDRESS (Number and Street) (City or Town) (State) (Zip Code)

VEHICLE YEAR VEHICLE MAKE VEHICLE MODEL

ODOMETER READING VEHICLE PLATE NUMBER STATE

## BELOW FOR DMV USE ONLY

THE VEHICLE IDENTIFICATION NUMBER BELOW WAS EXAMINED AND FOUND TO BE IN COMPLIANCE.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME OF INSPECTOR/AGENT BADGE NUMBER

DATE OFFICE

DISTRIBUTION: White - Customer Copy Canary - DMV File Copy

## Certificate of Parental Consent (2-D)

### CERTIFICATE OF PARENTAL CONSENT 2D REV. 6-2002

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
BRANCH OPERATIONS  
On The Web At <http://dmvct.org>



NAME OF 16 OR 17 YEAR OLD APPLICANT (Last, First, Middle)			APPLICANT'S DATE OF BIRTH (Month, Day, Year)
NAME OF APPLICANT'S PARENT, GUARDIAN OR SPOUSE OVER 18			CONSENTER'S DATE OF BIRTH (Month, Day, Year)
RELATIONSHIP TO APPLICANT <input type="checkbox"/> PARENT <input type="checkbox"/> FOSTER PARENT <input type="checkbox"/> LEGAL GUARDIAN (Court Appointed) <input type="checkbox"/> SPOUSE OVER 18 YEARS OLD			
If the person giving consent <i>IS NOT</i> a parent, proper documentation of authority must be shown.			
I hereby certify that the information furnished above is true and accurate to the best of my knowledge and belief. I hereby request that the following document(s) be issued to said applicant.			
<input type="checkbox"/> LEARNER'S PERMIT / DRIVER'S LICENSE		<input type="checkbox"/> MOTORCYCLE LEARNER'S PERMIT / MOTORCYCLE LICENSE	<input type="checkbox"/> MOTOR VEHICLE REGISTRATION
VEHICLE IDENTIFICATION NUMBER (if applicable)			GROSS VEHICLE WEIGHT (if applicable)
REGISTRATION PLATE NUMBER	VEHICLE YEAR	VEHICLE MAKE	LIGHT VEHICLE WEIGHT (if applicable)
SIGNATURE OF PARENT, GUARDIAN OR SPOUSE OVER 18 <b>X</b>		DRIVER LICENSE OR DOCUMENTATION SHOWN	DATE SIGNED
<b>NOTARIZATION (Not valid unless notarized below)</b>			
SUBSCRIBED AND SWORN TO BEFORE ME:		PLACE SWORN	DATE SIGNED
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE, OR COMMISSIONER OF SUPERIOR COURT <b>X</b>		DATE COMMISSION EXPIRES OR JURIST NO.	

## Inventory Discrepancy Form

Date: \_\_\_\_\_

Dealership: \_\_\_\_\_

License Number: \_\_\_\_\_

Clock: \_\_\_\_\_

### Inventory with discrepancy

Inventory	Type		Plate Number And/Or Sticker Number
Marker Plate	[ ] pass [ ] comb [ ] com	[ ] LIS [ ] Standard	
Registration Expiration Sticker	[ ] pass/comb [ ] comm.	Month: _____ Year: _____	

If inventory is missing and was received by mail was box tampered with: [ ] yes [ ] no

### Reason for Return

- ☐ Missing (form must be notarized) **NOTE:** completing this form does not release your dealership from an audit.
- ☐ Damaged (inventory must accompany this form)
- ☐ Skipped/Previously Issued (inventory must accompany this form)
- ☐ Issued Manually (a manual registration must accompany this form)

Comments: \_\_\_\_\_

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This form must be accompanied by a Returned Inventory Receipt and must be return within seventy-two (72) hours of reporting to:

**Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06109  
Attention: Processing Unit/Problem Inventory**

\_\_\_\_\_  
**Dealer Representative Signature**

\_\_\_\_\_  
**Notary**

# On-Line Registration Certificate (sample)

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET, WETHERSFIELD, CT 06161

## REGISTRATION CERTIFICATE

This registration must be carried upon  
the motor vehicle herein described at all times

IF YOU SELL OR TRANSFER THIS VEHICLE, COMPLETE THE SECTION ON THE  
BACK AND RETURN THE CERTIFICATE TO DMV

VOID UNLESS VALIDATED BELOW

12/29/2003	REG:	75.00
VALIDATION DATE	TITLE:	25.00
12/29/2003	PLATE:	5.00
ISSUANCE DATE	CAA:	10.00
729	EMS:	40.00
CLOCK	TOTAL	155.00

01 241LAS 12/29/2005 ST WAG TAN/YEL  
CC SC MARKER NO. EXP. DATE BODY STYLE COLOR(S)  
2002 FORD ESCAPE 1FMYU02152KD50949  
YEAR MAKE MODEL IDENTIFICATION NUMBER  
6 G 137 200312290904507296723  
CYLINDER FUEL TAX TOWN VALIDATION NUMBER

PASSENGER

STOCK NUMBER

REGISTRANT(S):

GELCO CORPORATION

APPLICANT'S DOB SEX

3 CAPITAL DRIVE

EDEN PRAIRIE, MN 55344

CO-APPLIC'S DOB SEX

RESIDENT ADDRESS: 100 OAKLAND DRIVE  
MYSTIC, CT 06355

2

TIRES	STAND CAP	SEAT CAP	AXLES	GROSS WEIGHT	LIGHT WEIGHT
45,800				12/29/2007	NEW
ODOMETER	EMISSIONS TEST DUE DATE		VEHICLE(New or Used)		

COMPANY NAME GELCO CORPORATION 3 CAPITAL DRIVE, EDEN PRAIRIE, MN 55344 LIENHOLDER NAME and ADDRESS(if any)	LEASE LICENSE NO. 000000161 DATE OF LIEN
---	--

SECOND LIENHOLDER(if any)	DATE OF LIEN
---------------------------	--------------

REG: 75.00	PURCHASE DATE	SALES/USE TAX#
TITLE: 25.00	12/29/2003	0875294000
PLATE: 5.00	TAX STATUS	TAX EXEMPT NO.
CAA: 10.00	EXEMPT	
EMS: 40.00	IDENTIFICATION # OF VEHICLE TRADED	TRADE-IN ALLOWANCE
TOTAL 155.00		
TAXABLE SALES PRICE	NET TAXABLE SALES PRICE	SALES TAX
\$0.00	\$0.00	\$0.00
729	12/29/2003	12/29/2003
CLOCK	VALIDATION DATE	ISSUANCE DATE

01	241LAS	12/29/2005	ST WAG	TAN/YEL	2002
CC	SC	MARKER NO.	EXP. DATE	BODY STYLE	COLOR(S)
FORD	ESCAPE	1FMYU02152KD50949		6	G
MAKE	MODEL	IDENTIFICATION NUMBER	CYLINDERS	FUEL	
200312290904507296723					

VALIDATION NUMBER

PASSENGER

REGISTRANT(S):

GELCO CORPORATION

3 CAPITAL DRIVE

EDEN PRAIRIE, MN 55344

RESIDENT ADDRESS: 100 OAKLAND DRIVE  
MYSTIC, CT 06355

2

TIRES	STAND CAP	SEAT CAP	AXLES	GROSS WEIGHT	LIGHT WEIGHT
45,800				12/29/2007	CT0500214 NEW
ODOMETER	EMISSIONS TEST DUE DATE		REG INS NO. VEHICLE(New or Used) NOTICE		

The undersigned applicant for a Connecticut registration and/or title herein certify under penalties of false statement (1) that the Sales Tax information on this form is complete and accurate, (2) that there are no liens on this vehicle at this date except as described above and (3) that insurance required by Connecticut Law is in effect and will be maintained during this registration period. If specification of vehicle weights is required for this registration, the undersigned certifies under penalty of false statement that this vehicle is registered in accordance with the Manufacturer's MAXIMUM GROSS VEHICLE WEIGHT RATING.

PRINT COMPLETE APPLICANT NAME

SIGNATURE OF APPLICANT				DATE SIGNED
X				
DATE OF BIRTH	SEX	LICENSE STATE	DRIVER'S LICENSE NUMBER	

PRINT COMPLETE CO-APPLICANT NAME

SIGNATURE OF CO-APPLICANT				DATE SIGNED
X				
CO-APPLICANT DATE OF BIRTH	SEX	LICENSE STATE	DRIVER'S LICENSE NUMBER	
SIGNATURE OF DEALER				DATE SIGNED
X				



## On-Line Dealer Certification of Vehicle Identification Number

P.A. 98-182 Sec. 16(e)

### ON-LINE DEALER CERTIFICATION OF VEHICLE IDENTIFICATION NUMBER

I, \_\_\_\_\_ of \_\_\_\_\_ hereby  
(Individual's name) (Name of Dealership)  
certify that this \_\_\_\_\_ has been  
(Year) (Model) (Make)  
examined and bears Manufacturer's vehicle identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Complete VIN must be recorded)

The manufacturer's vehicle identification number has not been mutilated, adhered, or removed from the vehicle and the complete vehicle identification number has been examined in the two location listed below:

1. \_\_\_\_\_
2. \_\_\_\_\_

The manufacturer's vehicle identification number on the vehicle corresponds to a:

\_\_\_\_\_ Manufacturer's or Importer's Certificate of Origin  
\_\_\_\_\_ Certificate of Title

issued by \_\_\_\_\_ bearing certificate or title number  
(name of Manufacturer or Title State)  
\_\_\_\_\_.  
(Title number)

I hereby certify, under penalty of false statement, that this information furnished above is true and complete to the best of knowledge and belief.

\_\_\_\_\_  
(Signature of person performing certification)

\_\_\_\_\_  
(Printed name of person performing certification)

\_\_\_\_\_  
(Printed name of Dealership)

\_\_\_\_\_  
(Address of Dealership)

\_\_\_\_\_  
(License number)

\_\_\_\_\_  
(Date)

### Quick Issue Log

***This sheet must be attached to the Daily Transaction Detail Report and kept on file for state audit purposes***

Issue Date: \_\_\_\_\_

Dealer Name: \_\_\_\_\_ Dealer ID: \_\_\_\_\_

All Clock Numbers Assigned to Terminal: \_\_\_\_\_

[illegible]

# Title Inquiry Report (Sample)

## TITLE INQUIRY REPORT

### A. Vehicle Title Information

VIN: 2B4FP25BXWR100007

Title Number: 027591072

Year: 1998

Make: DODGE

Odometer: 009999

Titling Date: 12/12/1998

*Legend 1: ODOMETER EXCEEDS LIMITS*

*Legend 2:*

*Legend 3:*

### B. Owner Information

Number of Owners: 1

Owner Name: JONES JOHN

Co-Owner Name:

### C. Lien Holder Information

*(A letter of lien release must accompany this application when there is a lien holder present.)*

Number of Liens: 1

Lien Holder 1: FLEET BANK

Address:

Street: 1000 SILAS DEANE HWY

City: WETHERSFIELD

State: CT

Zip: 061094231

Lien Holder 2:

Address:

Street:

City:

State:

Zip:

### D. Company Information

Company's License Number: N277

Company Name: VALENTI CHEVROLET OLDSMOBILE INC

Validation Number: 20031209124210E065474

Transaction Number: T0018345141882530

**This report must be attached to the H6B form when processing a transfer of ownership and there is no original title available.**

# Withdrawal Form (H-71)

STATEMENT OF WITHDRAWAL FOR A  
CONNECTICUT MOTOR VEHICLE TITLE  
H-71 REV. 9-2000

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
TITLE SECTION



NAME OF APPLICANT			DMV OFFICE WHERE VALIDATED		
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER		
NAME OF DEALER					
NUMBER AND STREET ADDRESS			CITY	STATE	ZIP CODE
REASON FOR WITHDRAWAL					
<p>It is requested that the application for the vehicle and the applicant indicated above be withdrawn. All fees paid in the submission of the original application are forfeited. You MUST submit a copy of the original registration and evidence that the registration has been canceled or transferred to another vehicle.</p>					
SIGNATURE OF APPLICANT <b>X</b>			DATE SIGNED	APPLICANT TELEPHONE NUMBER	
SIGNATURE OF LIEN HOLDER <b>X</b>			DATE SIGNED	LIEN HOLDER TELEPHONE NUMBER	
I hereby certify under penalty of false statement that the sale of the vehicle indicated above was never finalized because the vehicle was not delivered to the applicant.					
DEALER SIGNATURE <b>X</b>		DATE SIGNED	DEALER LICENSE NUMBER	DEALER TELEPHONE NUMBER	

**CONNECTICUT SECURE POWER OF ATTORNEY  
FOR VEHICLE MILEAGE DISCLOSURE  
AND CERTIFICATION**  
H-117 NEW 9-2003



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
TITLE DIVISION  
On the Web at <http://dmvct.org>

Connecticut Dealer License Number:

**POWER OF ATTORNEY TO SIGN FOR OWNER WHEN REGISTERING AND/OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE  
WHEN TITLE IS HELD BY LIENHOLDER**

**WARNING:** This form may be used only when title is physically held by lienholder. This form must be submitted to the State of Connecticut Department of Motor Vehicles by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION				
YEAR	MAKE	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER (VIN)

**PART A: POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.  
I \_\_\_\_\_ appoint \_\_\_\_\_ as my attorney-in-fact, to  
(Transferor's/Seller's Name, Print) (Transferee's/Buyer's Name, Print)  
disclose the mileage, on the title for the vehicle described above, exactly as stated in the following disclosure.

I state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature \_\_\_\_\_

Transferee's/Buyer's Signature \_\_\_\_\_

Transferor's/Seller's Printed Name \_\_\_\_\_

Transferee's/Buyer's Printed Name \_\_\_\_\_

Transferor's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Transferee's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Date of Statement \_\_\_\_\_

**PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE**  
(Part B is invalid unless Part A has been completed)

I \_\_\_\_\_ appoint \_\_\_\_\_ attorney-in-fact to sign the  
(Transferee's/Buyer's Printed Name) (Transferor's/Seller's Printed Name)  
mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's/Buyer's Signature \_\_\_\_\_

Transferee's/Buyer's Printed Name \_\_\_\_\_

Transferee's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_ state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my  
(Transferor's/Seller's Printed Name)  
knowledge that it reflects the actual mileage unless one of the following statements is checked.

- ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature \_\_\_\_\_

Transferor's/Seller's Printed Name \_\_\_\_\_

Date of Statement \_\_\_\_\_

Transferor's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

**PART C: CERTIFICATION**

I \_\_\_\_\_, hereby certify that the mileage I have disclosed on the title document is consistent with that  
(Person Exercising Above Powers of Attorney, Print)  
provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Number and Street, City or Town, State, Zip Code)

**DISTRIBUTION:** Original - DMV    Canary - Transferor in Part A    Pink - Dealer

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